Facility Wizards

REportfolio™

LEASE AND SITE ADMINISTRATION SOFTWARE

User Manual

V4.0 R1.0

Approach and Conventions Used in this Manual

Understanding the approach and conventions used in this manual will allow you to learn and successfully use REportfolio as quickly as possible:

We'll present the information in this manual in a top–down fashion, first covering the fundamentals, and then building–upon information already covered to describe how to perform site and lease administration tasks. Also, configuration of your REportfolio software is covered in a chapter at the end of this manual.

The manual is divided into chapters, sections, and subsections. You can distinguish these by their numbering and font size. These examples are actual chapter, section, and subsection headers from this manual:

Chapter 3 Introduction to the REportfolio User Interface

3.1 Data Presentation in REportfolio

3.1.1 Data Fields

We use *italics font* when we are defining a new term, and also when we are referring directly to a *term*.

We use **bold font** to indicate a command executed through a menu or button, and when specifying a label of a data field or button, or the text or selection entered into a data field. For commands entered using the menu at the top of the application's window, this will specify the sequence of menu commands required to execute a specific function. Here are some examples of how **bold font** is used:

– **File>Print** prints the records displayed on the screen
– The **Lease ID#** field specifies the lease ID
– Selections to the **Type** field include "**Lease**", "**Amendment**", "**Sublease**", etc.

Worthwhile information that supplements a topic, but that doesn't relate directly to the topic being discussed is shown in *clarifying information insets* like this:

This is an example of how a clarifying information inset looks. These provide supplemental information for the topic.

Instructions on how to use the REportfolio as effectively and efficiently as possible, using shortcut keys and other productivity enhancing techniques, are shown in *power user insets*, like this:

This is an example of how a power user inset looks. These provide instructions on how to more efficiently and effectively use the software.

Information to help you better find your way around this manual, such as giving you information about where a certain topic will be covered, are shown in *manual navigation insets* like this:

> This is an example of how a manual navigation inset looks. These provide information to help you get around this manual.

There are certain REportfolio functions (mainly for deleting data) that are potentially harmful to your data. When these functions are described, we also provide a caution, reminding of potential bad consequences if the user is not careful. These are contained in *caution insets*, like this:

> This is an example of how a caution inset looks. These warn you about functions that are potentially harmful to your data if not used correctly.

Getting Support

We at Facility Wizards believe that our software is so easy to use, that your need for support will be minimal. We stand by this belief with our support policy: For as long as you license and use our software, we'll never charge you for end–user support by phone, fax, or e–mail. This includes helping to get you and your organization's other new users productive, including answering any questions you may have about how to work with our software, entering and editing data, running reports, and so forth.

To contact Facility Wizards Support:

- Our technical support is available Monday through Friday 9AM to 5PM CST.
- We can be reached at (773) 832–0200.
- We often will be able to assist our clients through our online remote administration service at support@facilitywiz.com. You must first be speaking with one of our technical support staff before you click on the link: Join an online tech support session.

Chapter 1 Getting Started with REportfolio

REportfolio is the ideal software for any organization that manages a portfolio of leased and owned properties. REportfolio has been designed and developed with you, the software user, in mind. The result is easy to learn and use, powerful software. REportfolio's standard user interface gives you the features and functions, screens, menus, data fields, and reports that you need to be successful in your site and lease administration responsibilities.

This chapter gives you preliminary information on getting REportfolio operational within your organization. We'll cover the various installation and configuration options for REportfolio, followed by our recommendations for implementing the software.

1.1 REportfolio FX

REportfolio's *FX* option is an additional REportfolio feature that your organization may have licensed. In addition to REportfolio's standard capabilities, *REportfolio FX* lets you manage lease financial information using foreign currencies. This mostly consists of taking into account foreign currency exchange rates.

REportfolio FX's additional features and functions that provide its foreign currency handling capabilities are pointed-out throughout this manual.

Contact Facility Wizards or your Facility Wizards distributor to license REportfolio FX.

1.2 Product Configurations

REportfolio can be installed and configured in several different ways. Understanding these options is important to make the correct decisions about:

- How many seats of software to license
- Any Facility Wizards *add-on kits* that also need to be licensed (add-on kits provide additional, optional capabilities for Facility Wizards software)
- The design and plan for your overall REportfolio software solution
- The process for installing the configuring the software
- The hardware that will be required to host the software
- Any staff who will be required to install and configure the software
- Any staff who will be required to support the software once it is operational

The different REportfolio configurations are:

Standalone

The *standalone* configuration is an implementation in which the REportfolio software is installed on a single computer for a single user.

Multi-User Client-Server

The *multi-user client-server* configuration is an implementation in which REportfolio's databases are installed on a central server computer, with multiple REportfolio users each

working on their own, separate computers, and accessing the data from these common databases. REportfolio is installed on each user's computer, and the computers are networked to the server computer that contains REportfolio's databases.

Web-Based

The *web-based* configuration uses the Facility Wizards *Web Interface Add-On Kit* to implement a web browser based user interface to REportfolio. This allows users who do not need to use the full-function REportfolio software, to access REportfolio data using any computer with a Web browser.

Terminal Server using Windows Terminal Services or Citrix

The *terminal server using Windows Terminal Services* and the *terminal server using Citrix* configurations are similar to the multi-user client-server configuration described above. In this implementation, the server computer containing REportfolio's databases is remotely located, and is communicated with using Windows Terminal Services or Citrix.

It is also possible to implement a hybrid configuration of REportfolio, which combines elements of two or more of the above configurations. For example, it is possible to have a multi-user client-server configuration that also implements a web-based user interface.

1.3 Software Implementation Steps

You and your organization will become productive with REportfolio as quickly as possible if you have a plan for making your software operational. There are four basic elements to getting started with REportfolio, that should be included in such a plan:

Installation and Configuration

The first step in getting started with REportfolio is to install and configure the software. You may or may not be the person who performs this task, depending on your role within your organization. Contact Facility Wizards or your Facility Wizards distributor if you will be involved in this installation task. Once the software is installed, the specific configuration features and instructions for REportfolio are located in Chapter 6 – Configuring REportfolio.

Learning REportfolio

Getting familiar with REportfolio's features and functions is also obviously necessary in order for you to become successful with the software. This manual is the great place to gain this familiarity. Working with the *sample data*, which is installed as part of software installation, is also an important learning activity. In addition, Facility Wizards and Facility Wizards distributors offer in-depth training, which is another effective way of getting up-to-speed. Contact Facility Wizards or your Facility Wizards distributor for more information.

Data Preparation

The sample data that is installed with the software is useful for learning the software. However, before your organization actually starts using the software for real site and lease administration tasks, it is important to remove this sample data. In addition, there are several other data preparation tasks that should be done, including setting-up default data, and changing the headers and footers that are printed on reports. Again, you may or may not be the person who performs these tasks. If you will be involved in these tasks, refer to Chapter 6 – Configuring REportfolio.

Standards and Procedures

Organizations often develop *standards and procedures* for properly using software like REportfolio. These standards and procedures can provide common guidelines for how REportfolio will be utilized, including conventions for inputting data, and defined roles and responsibilities for performing software functions and for performing accompanying site and lease administration tasks. The larger your REportfolio installation in terms of number of users, the greater the need will be for these standards and procedures.

The sequence of these software implementation steps should be as follows:

- Installation and configuration should be done as soon as your organization receives the software. This will enable you and your organization to get productive with REportfolio as soon as possible.
- Since you are reading this manual, you have obviously begun your learning of REportfolio. You can continue to study this manual as your software is being installed and configured. Then, in combination with this manual, and in combination with any training being provided by Facility Wizards or by your Facility Wizards distributor, you can get hands-on experience with the REportfolio software using the sample data. This practice will prepare you for using REportfolio to perform your organization’s actual site and lease administration tasks.
- The data preparation steps depend on the installation of the REportfolio software. Also, one of the data preparation steps, the removal of the sample data, depends on you and your organization’s personnel being sufficiently up-to-speed on the software such that the sample data is no longer needed for learning. Because of these dependencies, the data preparation steps should take place when the software has been installed, and when you and your organization’s personnel no longer need to use the sample data for learning.
- The development of standards and procedures can occur in parallel with all of the above. Ideally, this should be completed when your organization begins its actual production use of REportfolio.

1.4 Customization

One of REportfolio’s key strengths is that it can be readily customized to implement any unique and special requirements that your organization might have. This could involve adding or re-arranging fields, or reports, or adding new functions. Usually this work is performed by Facility Wizards, a Facility Wizards distributor, or your own organization’s staff depending on their technical capabilities. Contact Facility Wizards or your Facility Wizards distributor for more information about customization options for REportfolio.

Chapter 2 REportfolio Key Concepts and Features

This chapter introduces and describes REportfolio’s major features, and the key concepts behind these features. This will give you the necessary background to go deeper into the specific functions for using the software. From a high level view, REportfolio lets you perform site and lease administration tasks by utilizing and tracking information about:

- Sites that your organization occupies, and where it performs its business operations
- Other organizations’ sites and leases, for which your company performs lease administration as a service provider
- Site business transactions

- Leased properties within sites, including the details of the lease agreements
- Owned properties within sites
- Site and lease related costs, payments, and finances
- Key events and reminders for sites and leases
- Contact persons involved with sites and leases
- Site and lease finances using foreign currencies with REportfolio's FX option
- Reports that provide visibility into site and lease administration activities

2.1 REportfolio Databases and Records

REportfolio stores your site and lease administration data in *databases*. Each database stores data that serves a specific purpose, and all the databases together comprise the repository for all of the data that supports REportfolio's features and functions.

The databases in REportfolio contain *records*. Regardless of how your data is displayed, internally within REportfolio your data is stored as records. A record is a set of closely related data. For example, the data that defines a contact person in REportfolio is stored in a record which consists of that person's name, address, phone number, and so forth. Continuing with this example, the database containing the data for all of the contact persons consists of multiple records of this type, one for each contact person.

Depending on the specific database, a REportfolio database can contain just one type of record, or several or many different types of records.

In order to be successful with REportfolio, you should be familiar with the different REportfolio databases and the records that are stored within each database. In the remainder of this chapter, we'll describe REportfolio's software features, including related databases and records:

2.2 Support for Service Providers

REportfolio can be used by lease administration service providers. In this case, you track multiple *clients* using REportfolio. For each client you access just that client's lease administration data.

This table shows the major data elements contained in the Clients database, and the record that this data is contained in:

Clients Database	
Data	**Records**
– Client company name – Client company address – Client primary contact person and contact information – Client-specific system settings and preferences	– *Client records*

Clients in REportfolio can be *Active* or *Inactive*:

- Active clients are currently contracted with for site and lease administration services
- Inactive clients are not currently contracted with for lease administration services. However, maintaining the data for these Inactive clients is worthwhile because this data may be used for historical queries about these clients.

2.3 Sites

Sites are physical locations such as buildings, floors, or areas within a building, and other facilities that your organization is leasing or owns. Alternatively, your organization may be administering sites for other organizations, or major divisions within your own organization, as a lease administration service provider. Each site typically contains several leased or owned locations that you want to track separately. Sites are stored in REportfolio's *Sites database*.

The following image shows the *Site List screen*, which is one of the screens that provides you with access to the Sites database. This screen lets you view a list of your sites, and from this screen you can access the detailed information for each site. At this point it's a good idea to get a little familiar with this screen, to begin developing an understanding of the data that's contained in sites in REportfolio (all of REportfolio's screens will be covered in complete detail later in Chapter 4 – Section 4.2 – REportfolio screens in Detail):

Site List Screen

As shown in the screen image, each site contains a variety of data. The following table shows the major data elements contained in the Sites database, and the records that this data is contained in:

Sites Database	
Data	**Records**
– Site address – Site type, status, and use – Site name – Site area – Site HVAC – Site security – Site ADA compliance	– *Site records* – *Site Image records* – *Site Reminder records* – *Site Transaction records* – *Site Transaction Note records*

– Site images such as the site's building and floor plans – Site Reminders that include due dates and other site events that warrant reminding – Site Transactions, such as lease negotiations, relocations, etc. – Site Transaction Notes regarding Site Transactions	

(Probably the most significant data that that is contained in sites are leases. These are not shown in the above table because leases are stored in their own database. Leases are described below in Section 2.4 –Leases.)

Sites in REportfolio can be *Active* or *Inactive*: Active sites are in active use; Inactive sites are not in active use.

2.3.1 Site Reminders

One of the major data elements that are stored in the Sites database are *Site Reminders*. Site Reminders are upcoming events for a site that warrant reminding. Examples include the due date for submitting your organization's financial statement, a site emergency planning meeting, site-related social occasions, and so on. The information stored in each Site Reminder includes a date for the event, and a description of the event. Site Reminders are stored in Site Reminder records.

Site Reminders are one of the inputs that are used to construct REportfolio's Key Date Alerts. Key Date Alerts are discussed below in Section 2.5 – Key Date Alerts.

Site Reminders in REportfolio can be *Active* or *Inactive*: Active Site Reminders are for upcoming site events that still need reminding; Inactive Site Reminders indicate site events that have passed and no-longer need reminding, as well as events that, as it turns-out, did not need to occur and did not occur.

2.3.2 Site Transactions

REportfolio can track various business transactions for your sites called *Site Transactions*. Examples include site expansion, retraction, relocation, and so forth. Site Transactions are stored in Site Transaction records in the Sites database.

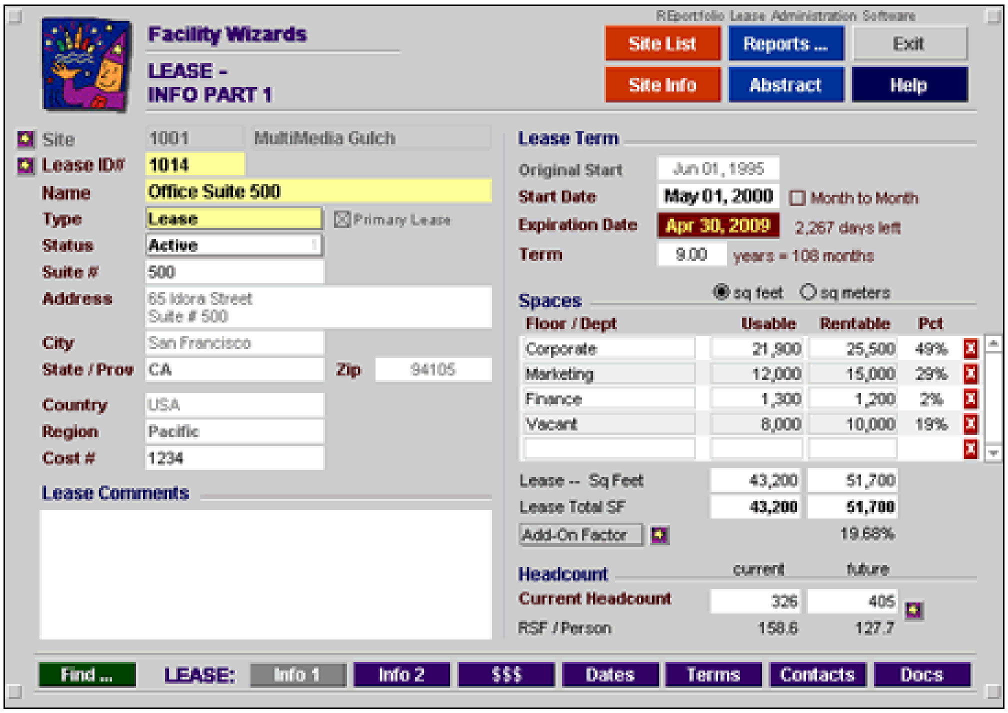
In addition to a Site Transaction itself, REportfolio also lets you track *Site Transaction Notes* about each transaction. These can be minor notations about the steps that have taken place, leading to the execution of the transaction, for example, phone conversations and meetings. Site Transaction Notes are stored in Site Transaction Note records, also in the Sites database.

Site Transactions in REportfolio can be *Active* or *Inactive*: Active Site Transactions are upcoming transactions that have yet to be executed; Inactive Site Transactions indicate transactions that have been executed, as well as transactions that, as it turns-out, did not need to be executed and were not executed.

2.4 Leases

Leases are contractual arrangements that allow occupation and utilization a portion of a site, or an entire site, for a specified term and for a specified rent. A single site can have a single lease, or can have multiple leases, for example, allowing different floors, buildings, or areas within the site to be governed by separate leases. Leases are stored in REportfolio's *Leases database*.

This image shows the *Lease Information Part 1 screen*, which is one of the screens that provides you with access to the detailed lease information in the Leases database. Again, it's a good idea to get a little familiar with this screen, to begin developing an understanding of the data that's contained in leases in REportfolio:



Lease Information Part 1 Screen

As shown in the screen image, a lease within REportfolio contains a lot of detailed data (and there is much more data contained in the other lease screens that are described later in this manual). This table shows the major data elements contained in the Leases database, and the different types of records that this data is contained in:

Leases database	
Data	**Records**
– Lease type and status	– *Lease records*
– Lease Terms and Conditions	– *Lease Space records*
– Security deposits	– *Lease Term and Condition records*
– Lease payee information	– *Lease Cost records*
– Space utilization	– *Lease Key Date records*
– Storage specifications	– *Lease Document records*
– Parking specifications	– *Lease Area records*
– Insurance requirements	

– Rent, taxes, insurance, and other lease costs – Lease Key Dates describing lease events that warrant reminding – Attached external lease document files – Indication whether the location is owned, as opposed to leased – The specific location within a site, for sites that consist of multiple, individually leased or owned floors or areas – Usable Square Feet (USF) and Rentable Square Feet (RSF)	

REportfolio's Leases database is used to store lease information. But the Leases database can also store information about parts of an owned site that you wish to track individually. In this manual, we refer to:

- A leased portion of a site as a *leased property*
- An owned portion of a site as an *owned property*.

Overall sites are tracked in the Sites database, whereas both leased properties and owned properties within a site, are tracked in the Leases database. The Leases database can also track owned or leased parts of site that are subleased to another tenant.

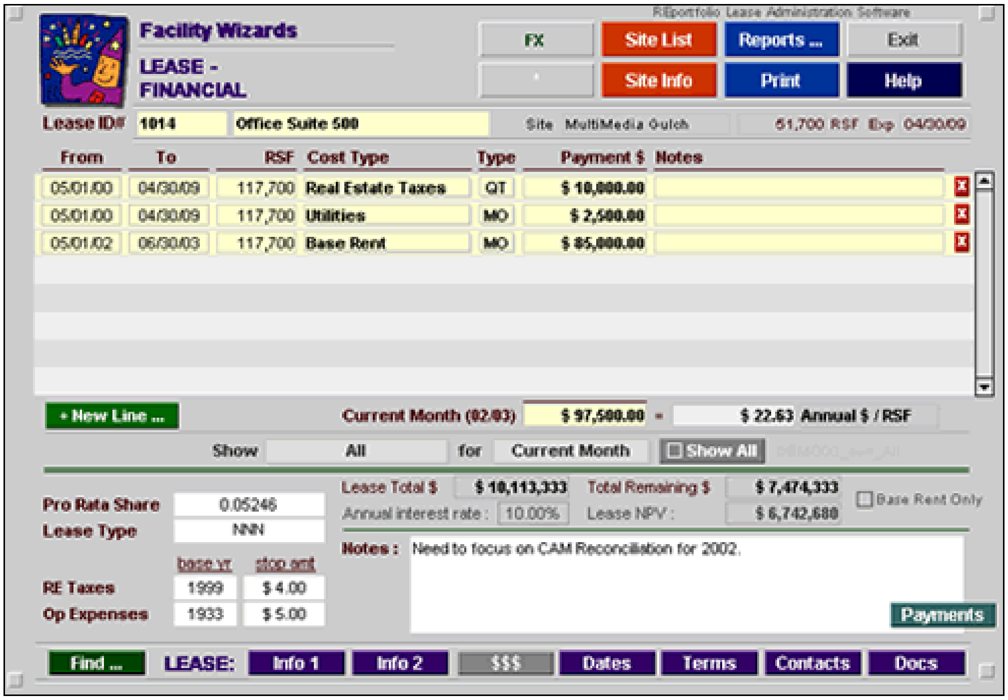
Leases in REportfolio can be *Active* or *Inactive*:

- An Active lease indicates a lease that is currently in–force, or an owned property that is in-use
- An Inactive leases is a lease that is not in-force, which indicates a lease that is either pending or terminated. You can also use an Inactive lease to indicate an owned property that is not in-use.

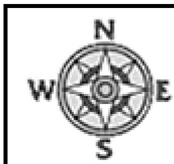
2.4.1 Lease Financials

Some of the most critical data that is tracked in REportfolio are the financials for a leased or owned property. These allow you to enter and track costs and payments such as rent, insurance, and utilities. Based on this data, financial information is calculated that shows the overall value of the leased or owned property.

This image shows the *Lease Financial screen*. Once again, it's a good idea to get a little familiar with this screen, which you will use to track the financial information for a leased or owned property.



Lease Financial Screen



Topics that affect lease financials are discussed in more detail below in:

- Section 2.7 – Cost Accounts
- Section 2.8 – Payments
- Section 2.9 – Currencies
- Section 2.10 - Subleasing Payments and the Accounts Receivable Module

2.4.2 Lease Key Dates

One of REportfolio's major data elements are *Lease Key Dates*. Lease Key Dates are important upcoming events for a lease. Examples include the date for accepting an option to renew a lease, the lease termination date, and so forth. The information stored in each Lease Key Date includes the date itself, a category that the Lease Key Date belongs to, and text describing the Lease Key Date. Lease Key Dates are stored in Lease Key Date records in the Leases database.

Lease Key Dates are one of the inputs that are used to construct REportfolio's Key Date Alerts. Key Date Alerts are discussed below in Section 2.5 – Key Date Alerts.

Lease Key Dates in REportfolio can be *Active* or *Inactive*: Active Lease Key Dates indicate valid upcoming lease events that you need to pay attention to; Inactive Lease Key Dates indicate events that have either been handled, or that are no longer valid and for which action is no longer required.

When you enter a new lease in REportfolio, you can load a set of *default Lease Key Dates*. You can also load individual blank Lease Key Dates, each of which has a *Lease Key Date Type*, and then load *default Lease Key Date text* for any or all of these. These capabilities let you easily and quickly create a template for your Lease Key Dates, which you can edit to create and store the specific Lease Key Dates that you need to track. The default Lease Key Dates data is described further, below in Section 2.11 – REportfolio Setup and Default Data.

2.4.3 Lease Terms and Conditions

Another of REportfolio's major data elements are *Lease Terms and Conditions*. These are the terms and conditions from your lease agreements, stored in REportfolio. Examples include a lease's renewal option, the ability to assign and sublet a leased property, and a lease's termination requirements. In addition to the data that describes a Lease Term and Condition, each Lease Term and Condition can refer to the specific location in the lease agreement where it is originally and contractually stated.

When you enter a new lease in REportfolio, you can load a set of *default Lease Terms and Conditions*. You can also load individual blank Lease Terms and Conditions, each of which has a *Lease Term and Condition Type*, and then load *default Lease Term and Condition text* for any or all of these. These capabilities let you easily and quickly create a template for your Lease Terms and Conditions, which you can edit to create and store the specific terms and conditions from the lease agreement. The default Lease Terms and Conditions data is described further, below in Section 2.11 – REportfolio Setup and Default Data.

2.4.4 Lease Documents

Site and lease administration efforts always involve documents and other computer files of various types. These *Lease Documents* can be word processing documents containing lease agreements, CAD files containing floor plans, spreadsheets containing financial analysis, and so on. In REportfolio, you can *attach* these files, which lets you track and open these files from within REportfolio.

When an external file is attached within REportfolio, the actual files still exist outside of REportfolio, on your computer or computer network. We call these *references* to external files.

REportfolio's Lease Document management feature lets you consolidate and manage all files related to your leases from within REportfolio. In addition to the references to the files, REportfolio also stores certain information about each file, for example, the file's status and date.

2.5 Key Date Alerts

Another of REportfolio's features is determining and communicating *Key Date Alerts***.** Key Date Alerts are upcoming important events for sites and leases. The Key Date Alerts are generated from upcoming Site Reminders and Lease Key Dates when you enter REportfolio, or when you specifically execute the Key Date Alerts function inside REportfolio. The Key Date Alerts are then temporarily stored in the *Key Date Alerts database*, and are displayed to remind you about the upcoming events.

The Key Date Alerts that REportfolio displays show Site Reminders and Lease Key Dates that are upcoming within the next 90 days, as well as any passed-due Site Reminders and Lease Key Dates. This table shows the major data elements contained in the Key Date Alerts database, and the record that this data is contained in:

Key Date Alerts Database	
Data	**Records**
– The date itself – Site ID and name – Lease ID, for Lease Key Dates – Site location – Topic of the Lease Key Date or Site Reminder – Additional comments	*Key Date Alert records*

2.6 Contacts

A contact is a person who is involved with sites and leases in some capacity. REportfolio contains different sets of contacts for sites and for leases. We call these *Site Contacts* and *Lease Contacts*, and these are stored in the *Contacts database*:

Contacts Database	
Data	**Records**
– Contact's name – Contact's title – Contact type – Whether the contact is a Site Contact or a Lease Contact – Contact's phone and fax numbers – Contact's company and address	*Contact records*

A Site Contact should be a person involved at the site level, which can include involvement with multiple leased or owned properties within a site; a Lease Contact is a person who is involved with one of the leases stored in REportfolio, but who is not involved at the site level. Here are some examples of Site Contacts and Lease Contacts:

- The Landlord should be a Site Contact if that person is the Landlord for more than one leased property within a site, or across multiple sites. However, if that person is the Landlord for only one leased property within one site, then the Landlord should be a Lease Contact**.**
- Like the Landlord, a lease broker should be a Site Contact if involved with multiple leases, or a Lease Contact if involved with only one leased property.
- A maintenance person who is responsible for maintaining the site, which could consist of more than one leased or owned property should be entered as a Site Contact. However, a maintenance person that is only involved with a single leased or owned property should be a Lease Contact.
- A subtenant that is subleasing a leased property should be a Lease Contact.

We should also note that when you access the Lease Contacts in REportfolio, REportfolio also allows easy access to the Site Contacts for the site that the lease belongs. The details about this are discussed later in this manual.

2.6.1 Automatic Email Notifications

Automatic Email Notifications is a REportfolio feature that allows emails to be automatically sent to one or more designated Site Contacts and Lease Contacts, when a Site Reminder or Lease Key Date is approaching or has been arrived-at. These can be setup in several different ways:

- For an individual Site Contact, so that the contact person will receive emails regarding just that site and the site's leases
- For any Site Contact or Lease Contact, such that the contact person will receive emails regarding sites and leases within a specific geographic area
- For any Site Contact or Lease Contact, such that the contact person will receive emails regarding all sites and leases

You can also specify the time period that determines when Automatic Email Notifications will be sent.

2.7 Cost Accounts

In REportfolio, you use cost accounts to classify payments for leased and owned properties. Each payment's *cost account category* and *cost account* identifies a broad and specific classification that the payment belongs to. This table shows the major data elements contained in REportfolio's *Cost Accounts database,* and the record that this data is contained in:

Cost Accounts Database	
Data	**Records**
– Cost account category – Cost account number – Cost account name – Corresponding General Ledger account number – Any comments regarding the cost account	*Cost Account records*

There are three different cost account categories for the REportfolio's cost accounts, supporting the different types of site and lease payments,:

- You use *Expense Accounts* for normal, typically recurring, expenses. Examples include rent, utilities, and insurance payments.
- You use *Capital Accounts* for major expenditures that are depreciated over multiple years. Examples include major construction projects, and the procurement and installation of capital equipment or machinery.
- You use *Income Accounts* for subleasing income payments.

Lease payments are described in further detail in the next section.

2.8 Payments

As we described above, REportfolio tracks lease financials that takes into account lease costs such as rent, utilities, and insurance. Using these as inputs, REportfolio also lets you assemble that actual payments for these costs, which are stored in the *Lease Payments database*. This table shows the major data elements contained in REportfolio's Lease Payments database, and the record that this data is contained in:

Lease Payments Database	
Data	**Records**
– Due date – Payment date – Lease ID and name – Cost account category – Cost account – Cost type – Amount	*Lease Payment records*

The purpose of assembling the lease payments is to give you the ability to finalize the actual payments. This means that specific dates can be assigned, cost accounts can be assigned, and, if necessary, amounts can be adjusted. Also, any additional payments, such as one-time costs for maintenance, legal fees, or anything else, can be added directly to the Lease Payments database.

2.9 Currencies

REportfolio's FX option is an additional REportfolio feature that your organization may have licensed. In addition to REportfolio's standard capabilities, REportfolio FX lets you manage lease financial information using foreign currencies. These capabilities consist of taking into account foreign currency exchange rates for financial calculations, screen displays, and reports.

REportfolio FX includes a *Currencies database* that supports its foreign currency handling functions. This table shows the major data elements contained in the Currencies database, and the record that this data is contained in:

Currencies Database	
Data	**Records**
– Country for the currency – Currency name – Currency exchange rate – Source of the exchange rate	*Currency records*

REportfolio FX's Currencies database can be easily updated with recent currency exchange rate data. To accomplish this, you first download a file from Facility Wizard's FTP site. Then, you execute a function to update the database (we'll provide a detailed description of this procedure later in this manual).

2.10 Subleasing Payments and the Accounts Receivable Module

REportfolio supports subleasing of leased and owned properties. To provide for this, REportfolio's *Accounts Receivable Module* lets you record and track tenant income payments such as for rent, utilities, and so forth. This data is stored in the *Accounts Receivable database*.

This table shows the data elements contained in the Accounts Receivable database, and the record that this data is contained in:

Accounts Receivable Database	
Data	**Records**
– Payment date – Lease ID – Tenant name – Invoice number – Cost account number – Payment type – Amount	*Accounts Receivable Payment records*

When REportfolio is first installed, the Accounts Receivable Module is not active and cannot be accessed. This is because many REportfolio users are not involved in subleasing, so keeping this module out of the way makes the software easier to use for these users. Contact Facility Wizards or your Facility Wizards Distributor to get the easy instructions for activating the Accounts Receivable Module.

2.11 REportfolio Setup and Default Data

REportfolio has a variety of setup and default settings that affect how site and lease data is entered, processed, stored, displayed, and printed. This table shows the major data elements contained in REportfolio's *Setup and Defaults database*, and the corresponding records that this data is contained in:

Setup and Defaults Database	
Data	**Records**
– Default Lease Key Dates – Default Lease Terms and Conditions – Lease Key Date Types – Lease Term and Condition Types – Default Lease Key Date text – Default Lease Term and Condition text – Automatic Email Notifications for specified email addresses – Authentication and authorization data for users of a multi-user client-server REportfolio installation	– *Lease Term/Key Date Text records* – *Email Notification Setup records* – *User records*

Previously in this chapter, we introduced how REportfolio can track Lease Terms and Conditions, and Lease Key Dates. We also introduced Automatic Email Notifications that cause emails to be automatically sent to Site Contacts and Lease Contacts. These features are affected by the Setup and Defaults database:

- Default Lease Key Dates, Lease Key Date Types, and default Lease Key Date text are stored in Lease Term/Key Date Text records
- Default Lease Terms and Conditions, Lease Term and Condition Types, and default Lease Term and Condition text are also stored in Lease Term/Key Date Text records
- Specific email addresses that you want to receive Automatic Email Notifications for multiple sites and leases are stored in Email Notification Setup records

In addition, the Setup and Defaults database can contain User records. These store authentication and authorization data for users of a multi-user client-server REportfolio installation, including user names, passwords, and access permissions.

2.12 Reports

REportfolio's reports provide you and your organization with important visibility into the status of sites, leases, and leased and owned properties. These reports give you the capability to spot bottlenecks and other issues, and to take proactive steps to keep your organization's site and lease administration efforts on-track:

Report	Purpose
Site Directory report	Prints a list of sites, including site locations
Directory of Contacts report	Prints a list of Site Contacts and Lease Contacts, including contact information
Site Summary report	Prints key site information including site locations, building information, a list of the site's leases, upcoming Site Reminders, upcoming Lease Key Dates for the site's leases, and Site Contacts
Lease Abstract Summary report	Prints a summary of information belonging to lease abstracts
Key Date report	Prints upcoming and missed Lease Key Dates
Area report	Prints a list of lease Usable Square Feet (USF) and Rentable Square Feet (RSF)
Subtenant Summary report	Prints a list of leased and owned properties that are subleased, including the subtenants and the sublease dates
Insurance report	Prints a list of lease insurance requirements and coverage's
Bar Chart report	Prints one of a set of Bar Chart reports that provide graphical comparisons of various site and lease data – Total annual lease dollars per square footage area – Total lease dollars per month – Total lease dollars per year – Lease RSF

	– Lease headcount – Lease square footage area per person – Lease expiration dates
Dollar Forecast report	Prints a forecast of future site and lease costs
Dollar Commitment Summary report	Prints a list of remaining committed and unpaid lease costs
Security Deposits report	Prints a list of lease security deposits
Payments report	Prints a list of lease payments. There are two versions of this report: – An *Account report* that lists payments by cost account – A *Lease report* that prints payments listed by site and lease
Accounts Receivable report	Prints a list of Accounts Receivable income payments
Monthly Payments Analysis report	Prints a comparison of month to month lease payments
Site List report	Prints a list of sites, including site locations, types, RSFs, and the next upcoming lease expiration date within each site
Site Images report	Prints a site’s stored images
Contact List report	Prints a list of site contacts and their contact information
Site Reminders report	Prints a list of Site Reminders
Transaction Log report	Prints the details of a Site Transaction including Site Transaction Notes
Lease Abstract-Rent/Financial Structure report	Prints a summary of overall lease information, costs, and financials
Lease Abstract-Schedule of Lease Key Dates report	Prints a list of upcoming and missed Lease Key Dates
Lease Terms and Conditions report	Prints Lease Terms and Conditions
Contact List report	Prints a list of Lease Contacts
Contact Data Sheet report	Prints a single Site Contact or Lease Contact
Lease Documents report	Prints a list of document files attached to a lease
Key Date Alert report	Prints Key Date Alerts
Lease Cost Account Codes report	Prints a list of the cost accounts stored in REportfolio

Currencies report	Prints a list of the currencies and exchange rates stored in REportfolio

Usable Square Feet (USF) and Rentable Square Feet (RSF) are standard definitions in the Real Estate industry:

- USF is the space in a leased or owned property that can actually be used
- RSF is a leased or owned property's USF plus a pro-rata share of the common areas of the overall site

Chapter 3 Introduction to the REportfolio User Interface

This chapter covers the underlying concepts, and the basic parts that comprise REportfolio's user interface. We'll cover these in a top-down fashion by first defining the elements that makeup the user interface, followed by the discussion of the functions that are common throughout REportfolio.

3.1 Data Presentation in REportfolio

In REportfolio, your data is presented, entered, and edited using a variety of data fields. In addition, buttons are displayed, which when clicked, perform various REportfolio features and functions, and let you navigate throughout the software. The data fields and buttons are grouped together in screens. Each screen presents a meaningful set of related data, and provides access to the features and functions that operate on that data. In the following subsections, we'll go into more detail about REportfolio's data fields, buttons, and screens:

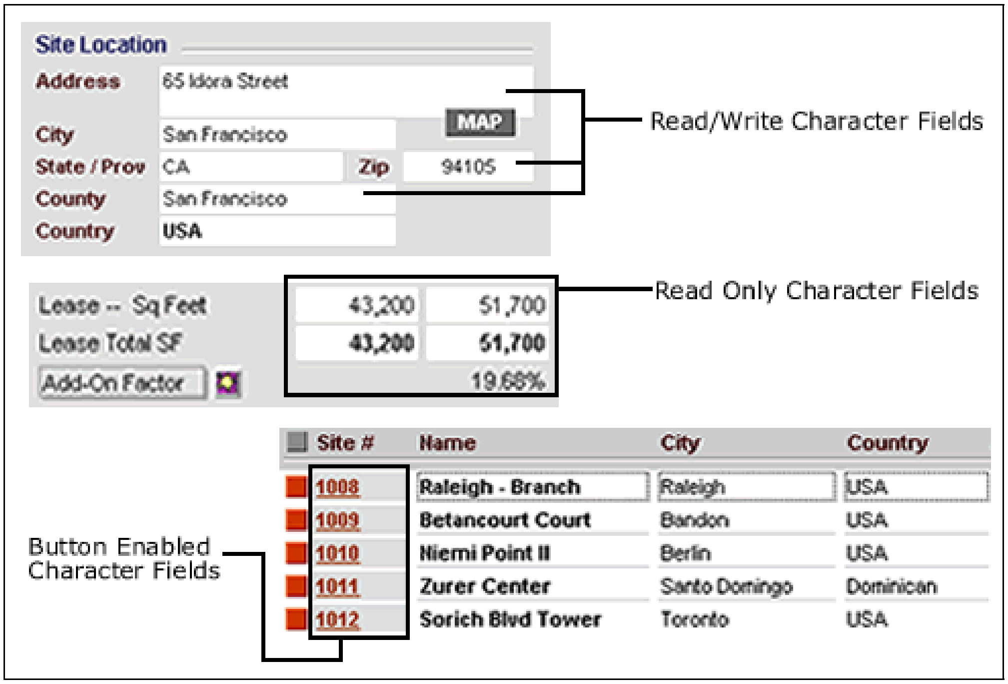
3.1.1 Data Fields

The data fields in REportfolio are used to display your data, and allow you to enter and edit your data. Most data fields are positioned on the screen next to labels describing the data contained in the data fields. We refer to these as *labeled* data fields. However, some data fields are not labeled, because their placement on the screen makes it clear what their purpose is. We call these *unlabeled* data fields.

Data fields contain or represent character and numeric data. Most let you view, enter or select, and edit data. We call these *read/write* data fields. Some data fields, however, just allow you to view data, because their values have been set somewhere else in REportfolio. We call these *calculated* data fields if their values have been calculated by REportfolio**,** and we call these *read-only* data fields if their values have simply been set by another of REportfolio's screens. Here is detailed information about the different types of REportfolio's data fields:

Character Fields

Some *character fields* contain both alphabetic data and numeric data, and other character fields contain just numeric data. The character fields that contain numeric data are often used to view, enter, or edit currency data. *Read/write character fields* let you view, enter, and edit the character data; *calculated character fields* and *read-only character fields* just allow you to view the character data.

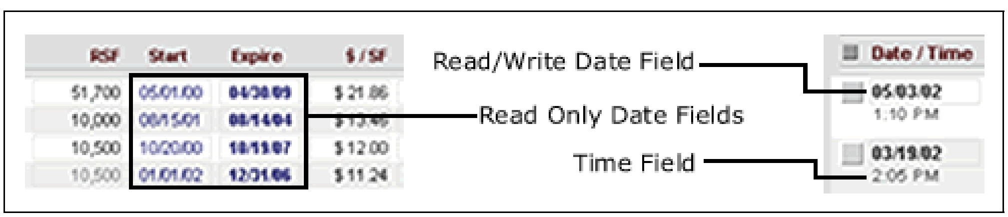


Example Character Fields

Another type of character field that is used in REportfolio is the *button-enabled character field*. These display character text, are read-only, and behave just like a button when clicked, causing REportfolio to go to another screen.

Date Fields

Date fields display dates in the format **mm/dd/yy**, for example, **10/31/04**, or in the format **Mmm dd, yyyy**, for example, **Apr 30, 2005**. The date fields in REportfolio are either *read/write date fields* or *read-only date fields*.



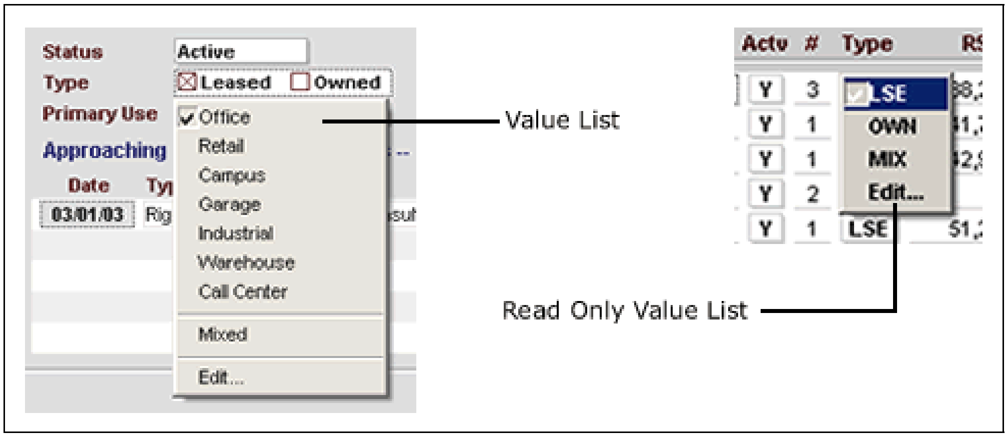
Example Date and Time Fields

Time Fields

Time fields allow you to view, enter, and edit times, in the format **nn:nn AM|PM**, for example **11:35 AM**. All of the time fields in REportfolio are read/write**.**

Value Lists

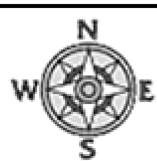
Value lists are data fields that contain a predetermined set of values. Instead of typing your data into the field, you click on a value list, causing the set of values to be displayed, and then you click again to select one of the values.



Example Value Lists

Almost all of the value lists in REportfolio have a predefined set of initial selections, and many of the value lists get their range of selections from some data source in REportfolio, or from the user. These different types and variations of the value list fields in REportfolio are as follows:

- Some of REportfolio's value lists have a selection entitled "**Edit…**". When you click on this selection, an ***Edit*** *box* appears, displaying the currently defined list of selections for the value list. You can then add one or more selections into the value list, by typing them into the Edit box. You can also edit the already existing selections. From that point forward, the new or changed selections will appear in the value list.
- REportfolio also uses value lists that get their range of selections from one of REportfolio's databases. This means that when you enter or edit a specific set of data in the REportfolio database, that data will show-up as a range of selections in the value list. An example of this are the Lease Term and Condition Types, which are defined in the Setup and Defaults database, and then are selected from a value list when constructing the Lease Terms and Conditions.
- Some of REportfolio's value lists have a selection entitled "**Other…**". When you click on this selection, an ***Other*** *box* will be displayed. You can use this Other box to specify a value other than one of the selections displayed in the value list.
- For some of the value lists in REportfolio, you can also override the values in a value list field by typing-in a value that is not one of the selections. You can also select a value from the value list and then edit it.



Any value lists can easily be customized to change or add-to their initial range of selections. For instructions on how to accomplish this, contact Facility Wizards or your Facility Wizards distributor.

Almost all of the value lists in REportfolio are read/write. That is you can make a selection using the value list, and then view the selection in the value list after you made the selection. However, there are a few value lists in REportfolio that are read-only. This means that although you can click on the value list and see its different selections, you cannot actually make the selection. In this manual, we call these *read-only value lists*, whereas we refer to the normal read/write type as just *value lists*. For each read-only value list, there is a

corresponding value list on another screen that is read/write. So, the purpose of a read-only value list is to just remind you of what the valid selections in the read/write value list on the other screen.

Checkboxes

A *checkbox* is a data field that indicates a single value that can be true or false. When the box is checked, the value is true; when the box is not checked, the value is false.

Example Checkboxes

Another type of checkbox in Projecto is the *read-only checkbox*. This checkbox displays its state as either checked of not checked. However, you cannot actually manipulate this checkbox, because this checkbox value is set internally by REportfolio when another action is taken.

Radio Buttons

Radio buttons are data fields that exist in groups of two or more, and represent mutually exclusive values that can be true or false. That is, only one of the radio buttons can be set to true, and all of the others will be set to false. A radio button is true when the inner-circle of the radio button is filled-in to show a solid color.

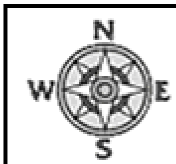
Example Radio Buttons

Container Fields

Container fields contain references to external image files, and each container field displays the image contained in its file. The container fields in REportfolio are used to contain images for your sites' building and floor plans, or any other site or lease related image.

Container fields are also used to contain images of your organization's logo and name, or the different clients' logos and names if your company is a lease administration service provider. These images replace the Facility Wizards logo and name that appear in each REportfolio screen.

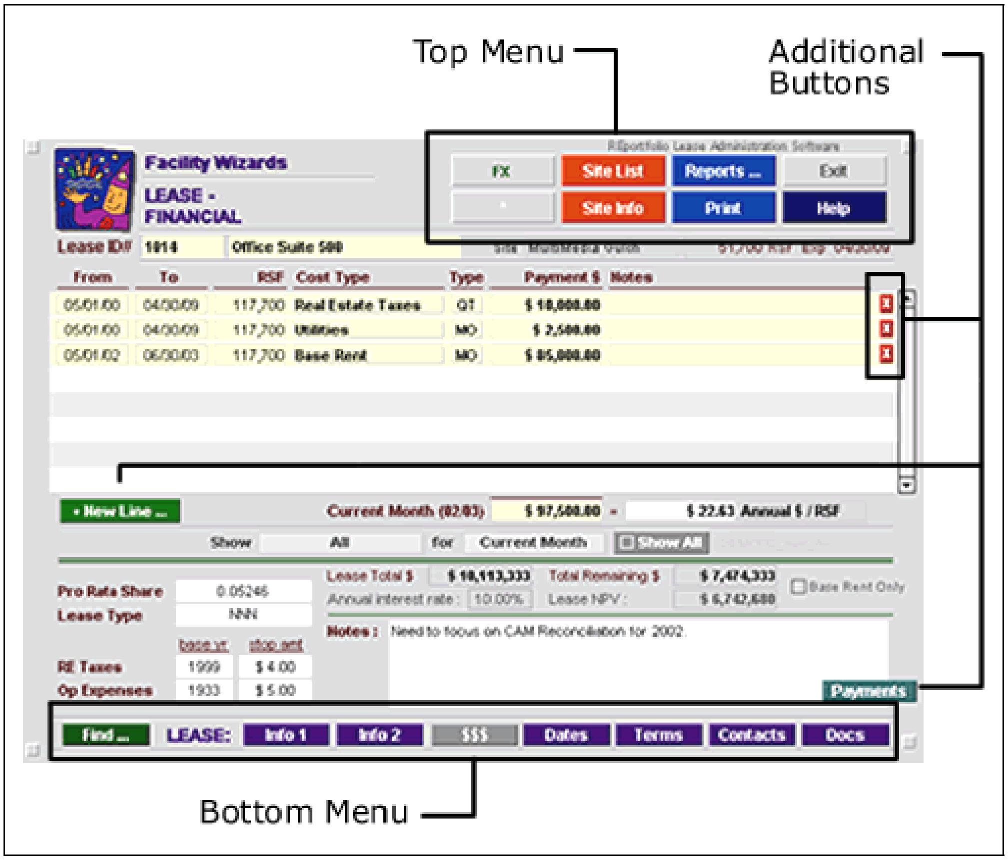
Images can be .BMP, .GIF, .JPG, .PICT, or .TIFF files. It's important to clarify that container fields do not actually contain the image files themselves. Instead, they contain references to the files. The image files still exist as separate disk files outside of Projecto.



For more information on changing the displayed screen images, see Chapter 6 – Configuring Projecto.

3.1.2 Buttons and Menus

Buttons can be part of menus, and can be placed among the data fields that are contained in the screens. You click on the buttons to move among the various screens, and to perform various REportfolio functions, for example, calculating a value or printing a report.



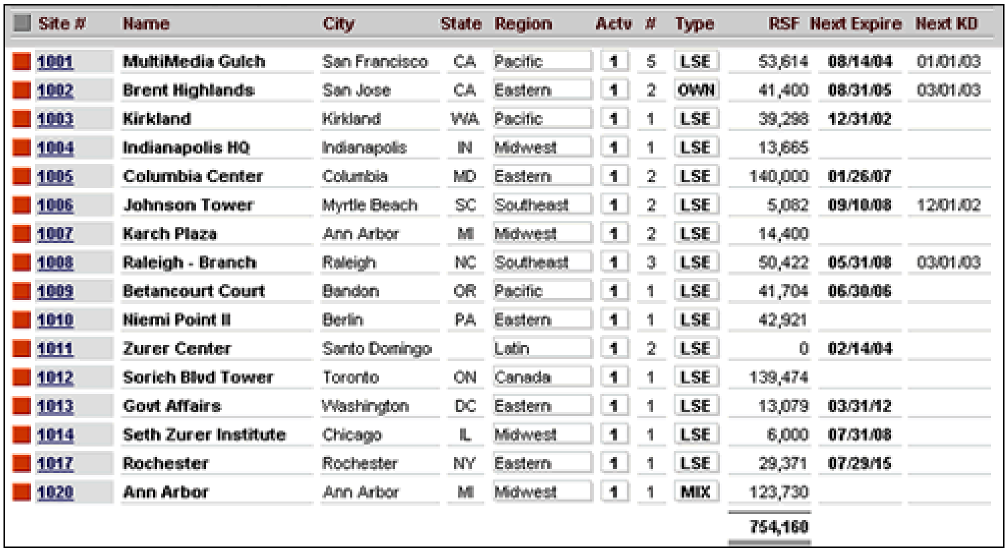
REportfolio Top Menu, Bottom Menu, and Additional Buttons

Menus are simply groupings of buttons that appear in a consistent placement and format in REportfolio's screens. As shown in the above screen image, most screens contain a *top menu* and a *bottom menu*. In addition, a few of REportfolio's menus, such as in the Menu of Reports screen, take-up most of the screen area.

3.1.3 Data Presentation within REportfolio Screens

To present your data, most REportfolio screens contain data fields, usually including a mix of the types and variations we described above (read/write character fields, checkboxes, and so forth). The screens that contain data fields can also contain buttons among the data fields. All REportfolio screens contain one or more menus.

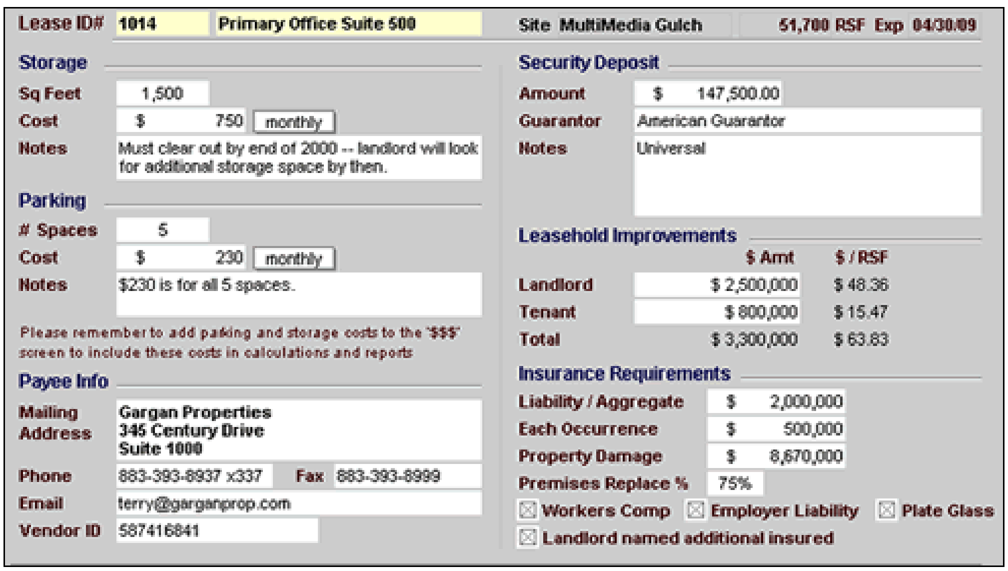
REportfolio presents your data in three different ways. The most basic of these is a *list display*. As part of a screen, this lists the data fields in a table, in rows and columns, with column headers. Each displayed row of data represents a record of data contained in one of REportfolio's databases. There can also be one or more buttons within each row in the tabular display, which you use to execute various functions on the record.



Site #	Name	City	State	Region	Actv	#	Type	RSF	Next Expire	Next KD
1001	MultiMedia Gulch	San Francisco	CA	Pacific	1	5	LSE	53,614	08/14/04	01/01/03
1002	Brent Highlands	San Jose	CA	Eastern	1	2	OWN	41,400	08/31/05	03/01/03
1003	Kirkland	Kirkland	WA	Pacific	1	1	LSE	39,298	12/31/02	
1004	Indianapolis HQ	Indianapolis	IN	Midwest	1	1	LSE	13,665		
1005	Columbia Center	Columbia	MD	Eastern	1	2	LSE	140,000	01/26/07	
1006	Johnson Tower	Myrtle Beach	SC	Southeast	1	2	LSE	5,082	09/10/08	12/01/02
1007	Karch Plaza	Ann Arbor	MI	Midwest	1	2	LSE	14,400		
1008	Raleigh - Branch	Raleigh	NC	Southeast	1	3	LSE	50,422	05/31/08	03/01/03
1009	Betancourt Court	Bandon	OR	Pacific	1	1	LSE	41,704	06/30/06	
1010	Niemi Point II	Berlin	PA	Eastern	1	1	LSE	42,921		
1011	Zurer Center	Santo Domingo		Latin	1	2	LSE	0	02/14/04	
1012	Sorich Blvd Tower	Toronto	ON	Canada	1	1	LSE	139,474		
1013	Govt Affairs	Washington	DC	Eastern	1	1	LSE	13,079	03/31/12	
1014	Seth Zurer Institute	Chicago	IL	Midwest	1	1	LSE	6,000	07/31/08	
1017	Rochester	Rochester	NY	Eastern	1	1	LSE	29,371	07/29/15	
1020	Ann Arbor	Ann Arbor	MI	Midwest	1	1	MIX	123,730		
								754,160		

List Display Presenting Data In Tabular Format

Another common type of presentation for your data is a *detail display*. As part of a screen, this organizes a record or several different types of records of your data into individual data fields and groups of data fields that are meaningfully laid–out to create a form. The data fields and groups of data fields can be labeled data fields or unlabeled data fields. Like the list display, the detail display can also contain buttons.

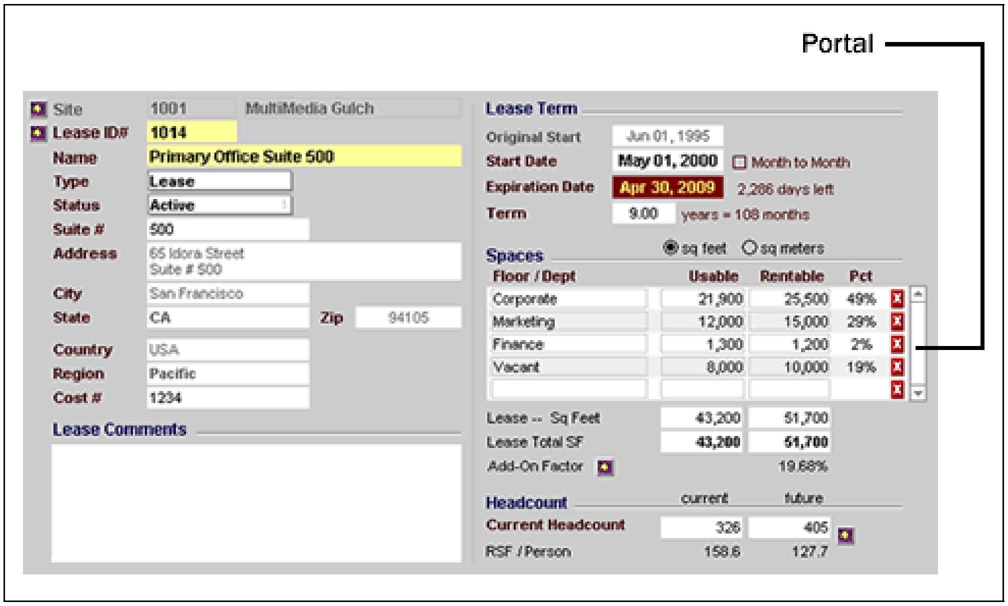


Detail Display Presenting Detail View of Data

The *portal* is the third type of data presentation in REportfolio. This combines the detail display with the list display, providing a tabular list of data fields that is contained within a detail display. Also, like the list display

- There can also be one or more buttons within each row in the tabular display.
- Each row of data fields corresponds to a record contained in one of REportfolio databases

Each portal contains a scroll–bar that lets you scroll through the records shown in the portal.



Portal within Detail Display

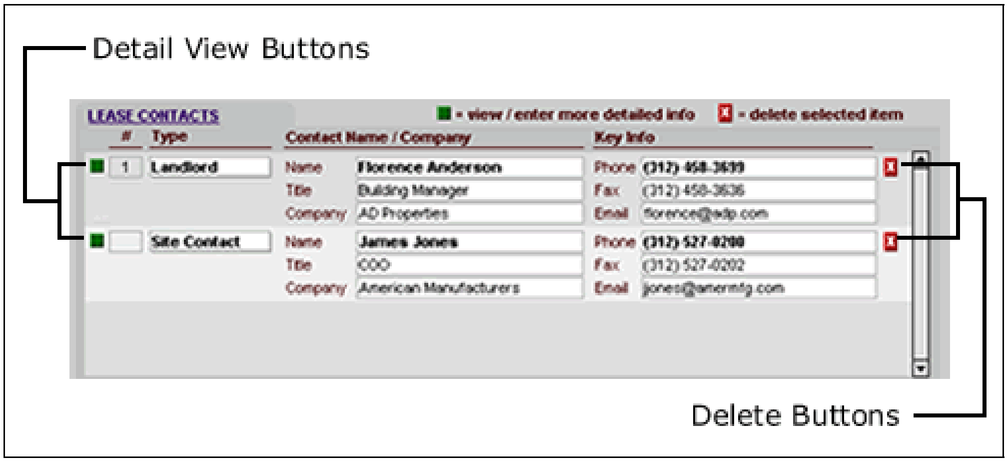
Simply stated, a portal shows a list of related records displayed within a detail display. For example, as shown in the above screen image, the portal shows a Usable and Rentable areas for list of the different, assigned spaces within a leased property. Note that there are also buttons in this portal. We'll explain the purpose of these buttons next.

3.1.4 More on REportfolio Buttons

In this subsection we'll describe some additional details about some of REportfolio's buttons that are positioned among the data fields in REportfolio's screens. You should be familiar with this to better understand the purpose of each of REportfolio's screens (which we'll cover in Chapter 4 – Using REportfolio). The specific buttons we need to discuss are:

Detail View Button

Some of the list displays and portals in REportfolio's screens contain a *detail view button*. This will be displayed in the first column within these tabular types of displays. The detail view button, which appears on each row, lets you expand that record, taking you to another screen that presents a detail display of your data.



Detail View Buttons and Delete Buttons

Delete Button

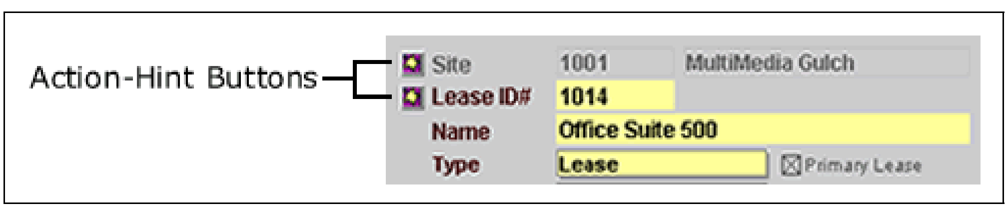
Some of the portals in REportfolio's screens also contain a *delete button*. This will appear in the last column within these tabular types of displays. The delete button for each row lets you delete that record.

Once you delete a record you cannot get it back (except by reentering the data or loading the last backup of the data). Be careful to make sure that you actually want to perform the deletion operation before you click the delete button.

Action-Hint Buttons

Action-hint buttons are also displayed on some of REportfolio's screens, usually appearing next to one or several data fields. Each of these buttons serves one of two purposes:

- Lets you execute some infrequently used function relating to the field or fields that the action-hint button is next to
- Displays a dialog box that gives you additional, clarifying information, telling you how to properly use the field or fields that the button is next to

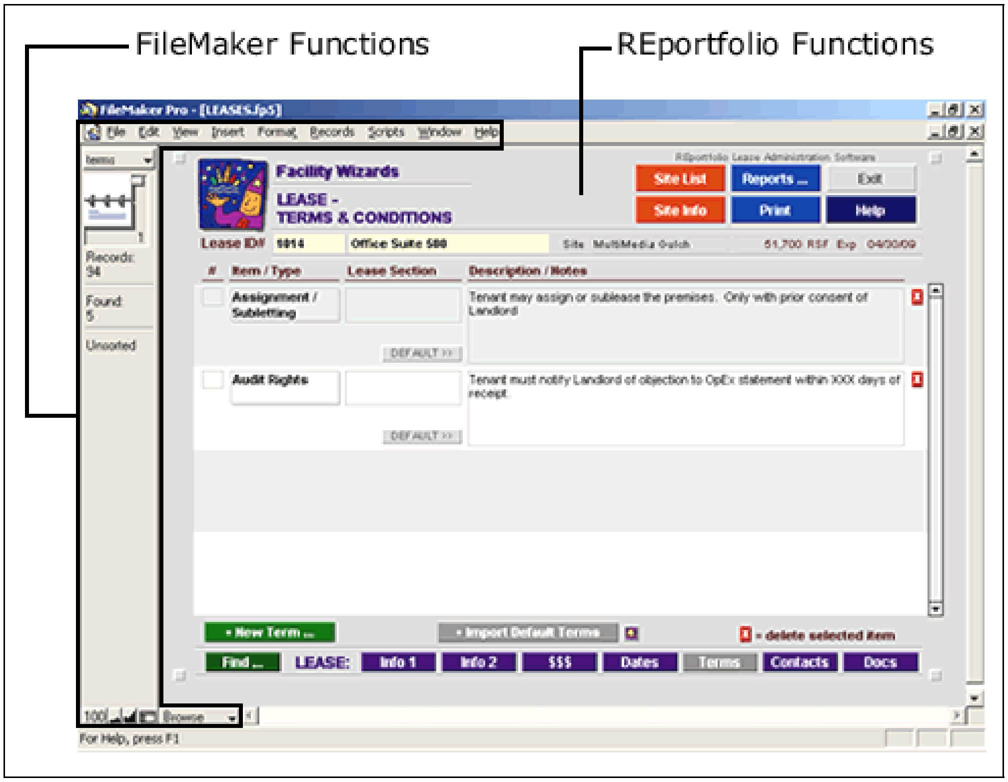


Action-Hint Buttons

3.2 FileMaker Operations

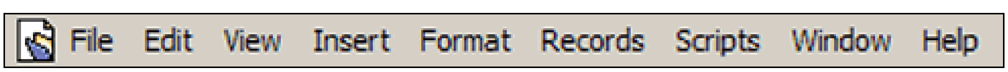
REportfolio is implemented using *FileMaker*, a leading database and application development platform. Using FileMaker's rich set of capabilities and tools, Facility Wizards has developed Facility Management software that is simple and intuitive, and at the same time is powerful, with the ability to handle demanding Facility Management requirements.

Because this software has been implemented using FileMaker, there are some FileMaker functions you will need to be able to use in order to successfully use REportfolio. Like all parts of REportfolio, these functions are easy to learn. To get started, let's distinguish between the display area that is used to display REportfolio's screens (containing REportfolio's menus, data fields, and buttons among the fields), and the display area that is used to perform FileMaker functions:



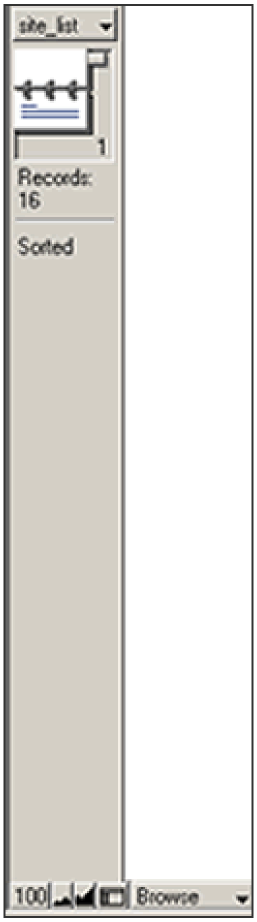
Display Areas used for FileMaker Functions and for REportfolio Functions

As shown in this image, there are two distinct portions of the display area that is used to perform FileMaker functions: these contain the *FileMaker menu* and the *FileMaker status bar*. The FileMaker menu is like the application menu found in many Windows and Macintosh software applications. There are only a few operations that you will perform using the FileMaker menu; most REportfolio operations are accomplished using REportfolio's menus and the other buttons that are contained in the REportfolio's screens. Here's a close-up of the FileMaker menu:



FileMaker Menu

The FileMaker status bar contains a *record marker* that is useful for moving between your records, as well as displaying a count of how many total records you have. The FileMaker status bar also contains buttons that allow you to change the magnification of your screen, and a button that lets you toggle on or off the part of the status bar containing the record marker and record count. Also important, the status bar contains a button that tells you what *FileMaker mode* you are in, and allows you to switch modes (FileMaker modes are discussed below). Here's a close-up of the FileMaker status bar:



FileMaker Status Bar

3.2.1 FileMaker Modes

File Maker has four modes: *Browse mode*, *Find mode*, *Preview mode*, and *Layout mode*. Layout mode will rarely be used by a REportfolio user (it is used for customizing REportfolio). The other three modes, however, are key for your day–to–day use of REportfolio. You will find yourself toggling between these modes often, and it's important to know what each mode does. Within each FileMaker mode you have certain capabilities:

Browse Mode

You use Browse mode to normally view, enter, and edit data. This is the default mode that is in effect when you enter REportfolio, and usually you will not need to tell REportfolio to switch into Browse mode. If, during your work, you find that you cannot view or enter data, then probably your REportfolio system has been accidentally placed in another mode, and you will need to switch back into Browse mode.

To switch to Browse mode use the shortcut keys:

Windows: CONTROL + B

Macintosh: MacCOMMAND + B

Find Mode

Find mode lets you locate a record or a group of records. You will only be in Find mode when you switch into it, and up until you retrieve your records. We refer to these operations as *Find* operations (this is discussed in more detail later in this chapter).

Preview Mode

Preview mode lets you view a report prior to printing. This is valuable because it allows you to see what the printed page will look like, enabling you to ensure that your desired information is contained in the report.

To switch to Preview mode, use the shortcut keys:

Windows: CONTROL + U

Macintosh: MacCOMMAND + U

Reports are covered later in this manual, in Chapter 5 – REportfolio Reports.

3.2.2 Entering and Editing Data

Entering and editing data couldn’t be easier using REportfolio’s read/write data fields. For character fields, you simply type in your data. To edit data, you simply either type over the existing data, or delete the existing data and type in your new data. For checkboxes and radio buttons, you just click the checkbox or radio button to change it to the setting you desire.

As a reminder, value lists are data fields in which there is a predefined set of values to select from. To enter data into a value list, you simply click on the field and select the desired value.

3.2.3 Find Operations

You use Find mode to retrieve a record or a group of records. To Find one or more records, you switch into Find mode from the FileMaker status bar, enter your Find criteria into one or more data fields, and then execute the Find operation by pressing the Return Key. In a list display or a portal, the retrieved records will be displayed; in a detail display, one of the records will be displayed (the detail display only displays one record at a time), and the other found records are also available for viewing and editing.

As a result of a Find operation, the number of records found will be shown in the record marker in the status bar. Also, in a detail display, you can use the record marker to move between the found records.

Find is important for viewing a desired subset of your REportfolio data. You can also use Find to create a report. In this case, you first perform a Find to locate the records you want to appear in the report, and then you create and print the report.

To switch to Find mode use the shortcut keys:

Windows: CONTROL + F

Macintosh: MacCOMMAND + F

Find can be repeated to refine the last executed Find operation. This means that you can do an initial Find to locate a group of records, and then based on your examination of those records, you can perform another Find with more limiting criteria, further narrowing the set of returned records. You can repeat this procedure as many times as necessary to get just the records you need.

For Find operations, the status bar contains a button that lets you include logical operators and pattern–matching operators in the fields. Once you learn the meaning of these symbols, you can optionally just type them into the fields instead of using the button. These symbols give you the ability to do things like Find sites that have a square footage area greater than a specific value, or Find lease payments made within a certain range of dates. The symbols that you can use for Find operations are:

<	less than
<=	less than or equal
>	greater than
>=	greater than or equal
=	exact match
…	numeric range
!	Duplicates
//	today's date
@	one character
*	zero or more characters
““	literal text

When in Find mode, the status bar also contains an ***Omit*** *button*. This lets you omit the records that were found, based on your Find criteria. This has the effect of returning all the records in your data except the records found by your criteria. In other words, this has the opposite effect of performing a normal find, as we described above.

Most REportfolio screens also contain a bottom menu that includes a ***Find*** *button*. This button does the same thing as selecting the ***Find*** *mode button* that is part of the FileMaker display area.

3.2.4 Sorting Records

Sort operations determine the order in which you view your records. You can sort and view them in numerical order, alphabetical order, or by date. For the tabular types of data displays (list displays and portals), you can sort the records quickly by clicking a column heading. You can also perform a more complex sort by executing the **Records>Sort** command from the FileMaker menu. This displays a dialog box that lets you define a sort order using any of the data fields, including two or more data fields, as well as giving you full control over all other sort parameters.

Sort operations also work with Find operations, and with reports. If you execute a Find, and then perform a sort of your data, then just your found records will be sorted; if you perform a sort prior to creating a report, then (given that the report is intended to operate on the data you have sorted) the report will contain your data in the sorted order.

To perform a complex sort:

Windows: CONTROL + S

Macintosh: MacCOMMAND + S

3.2.5 Spelling Correction

Another useful FileMaker function that is available in REportfolio is spelling correction. To check and correct spelling, select **Edit>Spelling** from the FileMaker menu. This function gives you the choice of checking all of your data, the current record, an individual data field, or selected text within a field.

3.2.6 Printing

The **File>Print** selection from the FileMaker menu prints the record or records that are displayed on your screen. However, generally, instead you will want to use REportfolio's printing capabilities. These consist of a ***Print*** *button* that is part of the top menu on many REportfolio screens, and REportfolio's reporting capability.

The use of the top menu's **Print** button is described for each screen in Chapter 4 – Section 4.2 – REportfolio screens in Detail; REportfolio's reporting capability is described in Chapter 5 – REportfolio Reports.

3.2.7 Exporting Data

You can also use a FileMaker function to export data from REportfolio. To do this, use the **File>Export** selection from the FileMaker menu. This displays a dialog box that lets you specify the record fields to be exported, as well as the output file format. The output options include Comma-Separated Value (.csv), DataBase File (.dbf), and eXtensible Markup Language (.xml). Export operations also will export only the records found by Find operations.

Chapter 4 Using REportfolio

In the previous chapters we described REportfolio's major features, and the parts of REportfolio's user interface: its data fields, buttons, menus, and display types, as well as FileMaker's functions. In this chapter, we'll expand on these topics to walk through REportfolio's user interface in detail, and to show you how to use REportfolio for performing site and lease administration tasks.

REportfolio's reports are not covered in this chapter, and instead are covered in their own chapter: Chapter 5 – REportfolio Reports.

4.1 Overview of REportfolio Screens

REportfolio's screens present your data using data fields, and also display menus and buttons that you use to execute the software's functions and to navigate between the screens. The next section covers each of REportfolio's screens used for administering sites and leases. However, it's a good idea to first give you a high-level perspective of REportfolio's screens, including the relations between the screens, and REportfolio's databases and records that we defined earlier in Chapter 2. The following two tables lists these screens.

This first table lists REportfolio's screens that you use to access REportfolio's databases, and the records within the databases:

Screen	Databases	Records
– *Client List screen* – *Client Information screen*	– Clients database	– Client records
– *Site List screen*	– Sites database	– Site records
– *Site Overview screen*	– Sites database	– Site records – Site Reminder records
	– Leases database	– Lease records – Lease Key Date records
– *Site Property Information screen* – *Site Property Information Enlarged Image screen*	– Sites database	– Site Image records
– *Site Contacts screen*	– Contacts database	– Contact records
– *Site Reminders screen*	– Sites database	– Site Reminder records
– *Site Transactions screen*	– Sites database	– Site Transaction records
– *Transaction Details screen*	– Sites database	– Site Transaction records – Site Transaction Note records

– *Lease Information Part 1 screen*	– Leases database	– Lease records – Lease Space records
– *Lease Information Part 2 screen*	– Leases database	– Lease records
– *Lease Financial screen*	– Leases database	– Lease records – Lease Cost records
– *Payments History screen*	– Lease Payments database	– Lease Payment records
– *Lease Key Dates screen*	– Leases database	– Lease Key Date records
– *Lease Terms and Conditions screen*	– Leases database	– Lease Term and Condition records
– *Lease Contacts screen*	– Contacts database	– Contact records
– *Site Contact Information screen*	– Contacts database	– Contact records
– *Lease Documents screen*	– Leases database	– Lease Document records
– *Key Date Alerts screen*	– Key Date Alerts database	– Key Date Alert records
– *Cost Accounts screen*	– Cost Accounts database	– Cost Account records
– *Lease Payments screen*	– Lease Payments database	– Lease Payment records
– *Lease Accounts Receivable Billing and Payments screen*	– Accounts Receivable database	– Accounts Receivable Payment records
– *Foreign Exchange Rates screen*	– Currencies database	– Currency records
– *Lease Area Breakdown screen*	– Leases database	– Lease Area records
– *Edit Term/KeyDate Text screen*	– Setup and Defaults database	– Lease Term/Key Date Text records
– *Email Notification Setup screen*	– Setup and Defaults database	– Email Notification Setup records
– *System User List screen* – *User Administration screen*	– Setup and Defaults database	– User records

This table lists additional REportfolio screens that do not directly affect one of REportfolio's databases:

Screen	**Purpose**
Main Menu screen	Main switchboard for accessing all of REportfolio's features and functions. Provides access to the Sites database, Lease Payments database, Cost Accounts database, Currencies database, and Accounts Receivable database.

Lease Help screen	Provides question and answer help for REportfolio
Menu of Reports screen	Provides access to REportfolio’s reports
Lease Bar Chart Report Setup screen	Used to setup parameters for REportfolio’s Bar Chart reports
System Main Settings screen	Used to specify general REportfolio configuration settings
Documents Setup screen	Used to specify the location where external files that are attached within REportfolio are stored
System Web Settings screen	Used to specify settings for REportfolio web access
System Miscellaneous Settings screen	Used to specify additional miscellaneous REportfolio configuration settings
Files Backup screen	Provides access to REportfolio’s function for performing automatic backups of database files

Most of these screens (in the above tables) are covered in this chapter, next, in Section 4.2 – REportfolio screens in Detail. The screens that are not covered in this chapter are covered later in this manual:

- The Foreign Exchange Rates screen is covered later in this chapter, in Section 4.3 – Handling Lease Financials Using Foreign Currencies
- These screens are covered in Chapter 5 – REportfolio Reports:
  - Menu of Reports screen
  - Lease Bar Chart Report Setup screen
- These screens are covered in Chapter 6 – Configuring REportfolio:
  - System Main Settings screen
  - Edit Term/KeyDate Text screen
  - Documents Setup screen
  - Email Notification Setup screen
  - System Web Settings screen
  - System Miscellaneous Settings screen
  - System User List screen
  - User Administration screen
  - Files Backup screen

4.2 REportfolio Screens in Detail

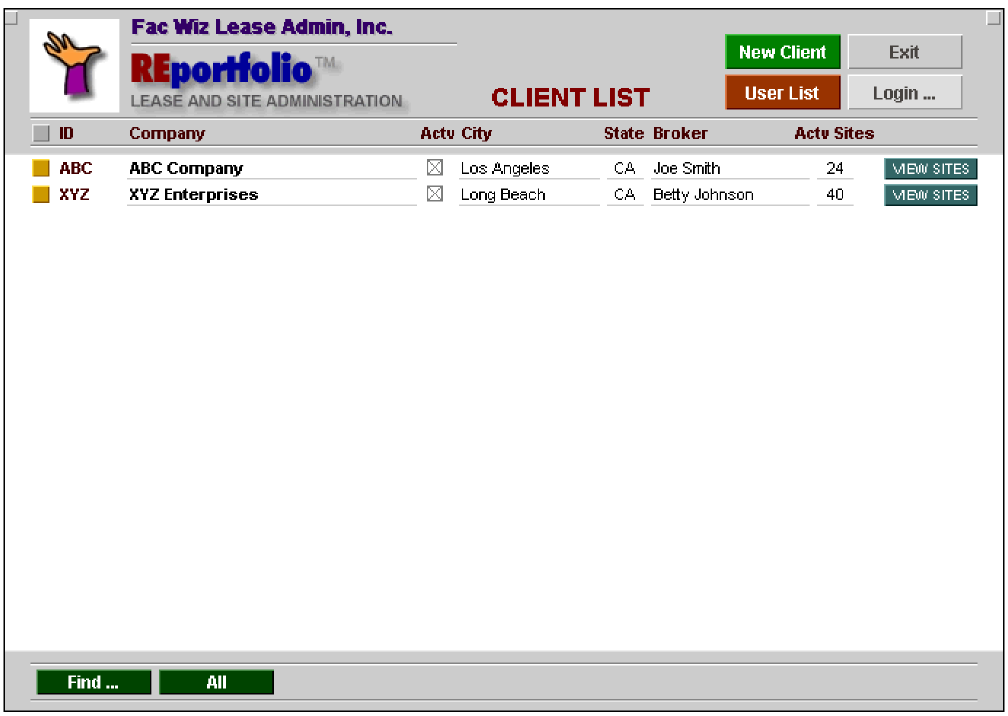
Now we're into the details of REportfolio features and functions. The best way to gain a comprehensive understanding of REportfolio is to review each of REportfolio's screens, and each screen's menus, data fields, and buttons. We'll start with the Client List screen:

In this section, we'll walk through most of REportfolio's screens. We'll accomplish this by first showing an image of the screen. Then, when applicable, we'll walk through (1) the screen's top menu, (2) the screen's data fields and buttons, and (3) the screen's bottom menu. We'll often also show additional images of parts of a screen to further clarify a screen's description.

CLIENT LIST SCREEN

The Client List screen lets you access each client that has sites and leases to administer. This screen is used when REportfolio is used by a lease administration service provider.

This screen presents your data using a list display, displaying a Client record for each client. The Client List screen also has a top menu and bottom menu.



Client List Screen

Top Menu

The Client List screen's top menu has these buttons:

- **New Client** [button] – Creates a new client, and stands-by for data entry
- **User List** [button] – For a multi-user client-server REportfolio installation, goes to the System User List screen, providing access to REportfolio user and authorization data
- **Exit** [button] – Ends the REportfolio session

- **Login** [button] – Provides user name and password authentication for logging-into a multi-user client-server REportfolio installation

Data Fields and Buttons

The main portion of the Client List screen has these data fields and buttons:
- [detail view button] – Goes to the Client Information screen for the client, providing detailed information for the client, including the client's sites
- **ID** [read/write character field] – Client ID
- **Company** [read/write character field] – Client's company name
- **Actv** [checkbox] – Indicates that the client is Active, which signifies a client that is currently contracted with for site and lease administration services
- **City** [read/write character field] – Client's city
- **State** [read/write character field] – Client's state or province
- **Broker** [read/write character field] – Name of the client's real estate broker
- **Actv Sites** [calculated character field] – Number of active sites belonging to the client
- **VIEW SITES** [button] – Goes to the Site List screen, displaying the client's sites

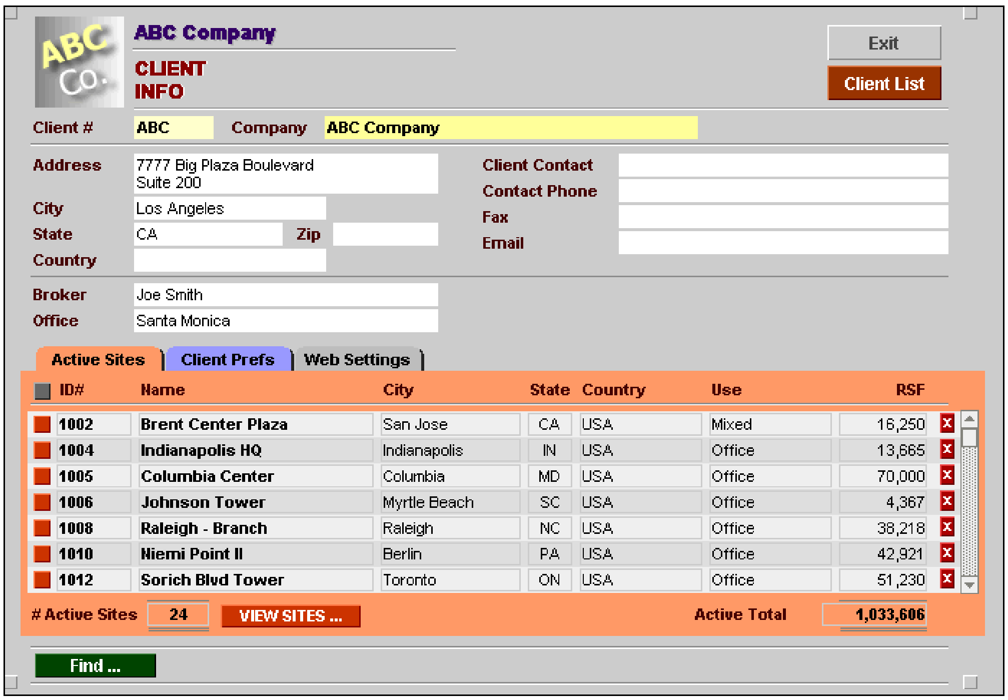
Bottom Menu

The Client List screen's bottom menu contains these buttons:
- **Find** [button] – Switches into Find mode, allowing clients to be found
- **All** [button] – Causes all clients to be displayed

CLIENT INFORMATION SCREEN

The Client Information screen lets you view, enter, and edit detailed information for each client that has sites and leases to administer. This screen is used when REportfolio is used by a lease administration service provider.

This screen also provides access to the sites that belong to the client. This screen presents your data using a detail display that contains three tabbed screen areas, with a top menu and bottom menu.



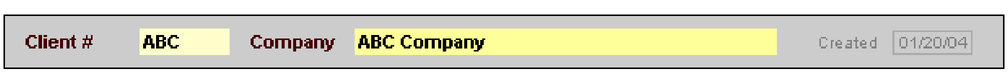
Client Information Screen

Top Menu

The Client Information screen's top menu has these buttons:

- **Exit** [button] – Ends the REportfolio session
- **Client List** [button] – Goes back to the Client List screen

Data Fields and Buttons

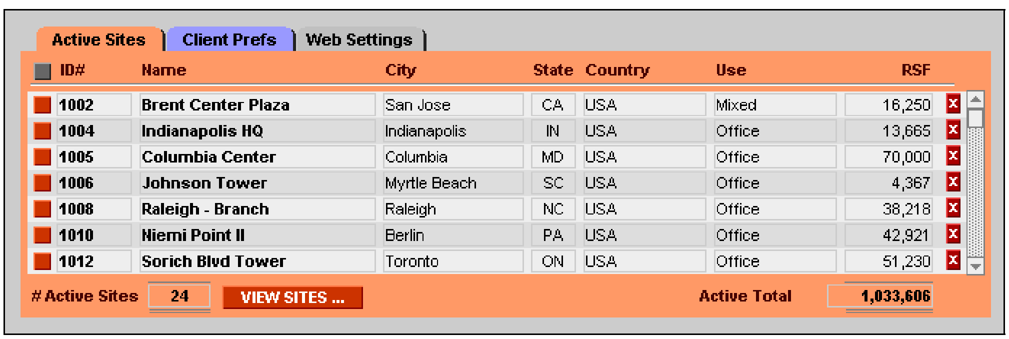


Use this portion of the Client Information screen to access basic client information. It has these data fields and buttons:

- **Client #** [read/write character field] – Client ID
- **Company** [read/write character field] – Client's company name
- **Created** [read-only date field] – Date that the client was created

Use this portion of the Client Information screen to access the client's address and contact information. It has these data fields and buttons:

- **Address** [read/write character field] – Client's address
- **City** [read/write character field] – Client's city
- **State** [read/write character field] – Client's state or province
- **Zip** [read/write character field] – Client's zip code or postal code
- **Country** [read/write character field] – Client's country
- **Client Contact** [read/write character field] – Name of the primary client contact person
- **Client Phone** [read/write character field] – Client contact person's phone number
- **Fax** [read/write character field] – Client contact person's fax number
- **Email** [read/write character field] – Client contact person's email address
- **Broker** [read/write character field] – Name of the client's real estate broker
- **Office** [read/write character field] – Office city or location for the client's real estate broker



Use this portion of the Client Information screen to access the sites belonging to the client. This screen area contains a portal, with some data fields and a button below the portal:

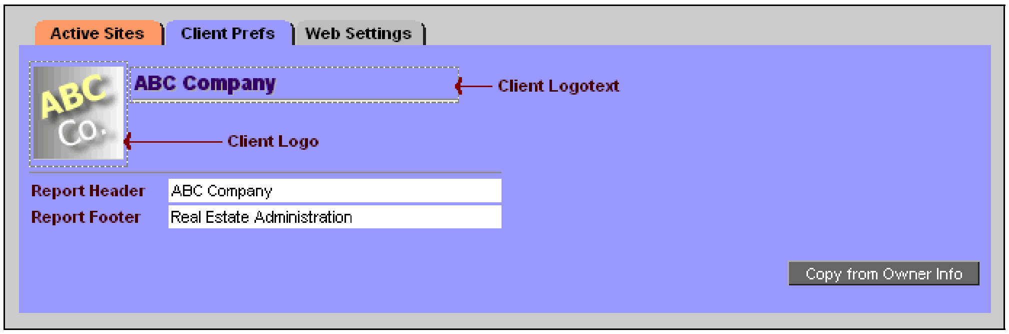
The portal, which displays a Site record for each site, contains these data fields and buttons:

- [detail view button] – Goes to the Site Overview screen, which is the first of a series of screens for viewing, entering, and editing site information
- **ID#** [read-only character field] – Site ID
- **Name** [read-only character field] – Site name
- **City** [read-only character field] – Site city
- **State** [read-only character field] – Site state or province
- **Country** [read-only character field] – Site's country
- **Use** [read-only character field] – Primary use of the site. Values include "**Office**", "**Garage**", "**Industrial**", etc.
- **RSF** [read-only character field] – Total RSF of the site
- [delete button] – Deletes the site from REportfolio

Once you delete a site you cannot get it back (except by reentering the data or loading the last backup of the data). Be careful to make sure that you actually want to perform the deletion operation before you click the delete button.

The screen area just below the portal contains these buttons and data fields:

- **# Active Sites** [calculated character field] – Number of active sites belonging to the client
- **VIEW SITES** [button] – Goes to the Site List screen, showing the active sites belonging to the client
- **Active Total** [calculated character field] – Total RSF of all active sites belonging to the client

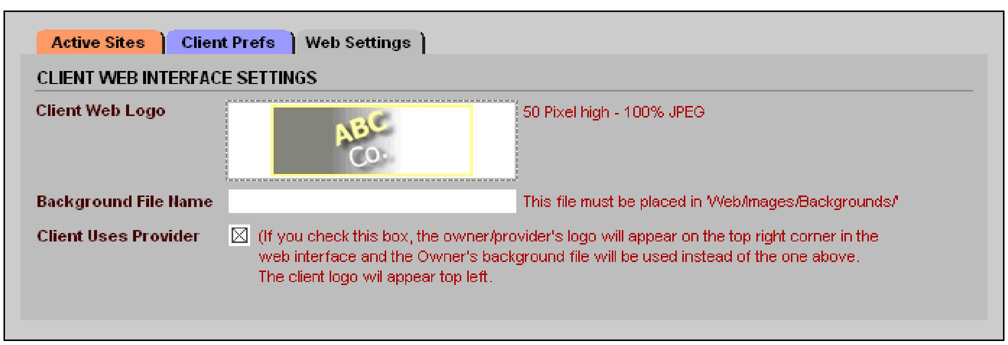


Use this portion of the Client Information screen to access:

- Images for the logo and company name that appear on REportfolio's screens for the client's sites and leases
- Headers and footers that are printed on reports for the client's sites and leases

This part of the screen has these data fields and buttons:

- **Client Logotext** [container field] – Image for the client's company name
- **Client Logo** [container field] – Image for the client's company
- **Report Header** [read/write character field] – Header that will be printed on reports for the client's sites and leases
- **Report Footer** [read/write character field] – Footer that will be printed on reports for the client's sites and leases
- **Copy from Owner Info** [button] – Copies the **Client Logotext** and **Client Logo** images, and the client's **Report Header** and **Report Footer** text from the owner data fields for these purposes, as specified in the System Main Settings screen



Use this portion of the Client Information screen to access client settings for a lease administration service provider's web user interface to REportfolio. It has these data fields and buttons:

- **Client Web Logo** [container field] – Image for the client's logo that is displayed when the service provider is accessing client data using the web user interface, and when the client logs-in to the web user interface
- **Background File Name** [read/write character field] – Filename for the background image file containing the client's logo and/or client's name, which is displayed in the background when the service provider is logged-in to the web user interface
- **Client Uses Provider** [checkbox] – Indicates that a client can log-in to the service provider's web user interface. When the client is logged-in, the service provider's logo is displayed in the top-right corner of web-user interface pages, the client's logo is displayed in the top-left corner of web-user interface pages, and the service provider's background image is displayed in the background.

Bottom Menu

The Client Information screen's bottom menu contains this button:

- **Find** [button] – Switches into Find mode, allowing clients to be found

MAIN MENU SCREEN

From the Main Menu screen you can get to all of REportfolio's features and functions. This screen consists of the *main menu* itself, and a top menu and bottom menu.

Main Menu Screen

Top Menu

The Main Menu screen's top menu contains these buttons:

- **Login** [button] – Provides user name and password authentication for logging-into a multi-user client-server REportfolio installation
- **Client List** [button] – Goes to the Client List screen, providing access to the different clients when REportfolio is used by a lease administration service provider

Main Menu Buttons

The main menu portion of the Main Menu screen contains these buttons:

- **SITES** [button] – Goes back to the Site List screen, providing access to the Sites database
- **COST ACCTS** [button] – Goes to the Cost Accounts screen, providing access to the Cost Accounts database
- **PAYMENTS** [button] – Goes to the Lease Payments screen, providing access to the Lease Payments database
- **CURRENCIES** [button] – Goes to the Foreign Exchange Rates screen, providing access to the Currencies database. This button will only appear if REportfolio's FX option has been licensed.
- **A/R** [button] – Goes to the Lease Accounts Receivable Billing and Payments screen, providing access to the Accounts Receivable database. This button will only appear if REportfolio's Accounts Receivable Module is active

Bottom Menu

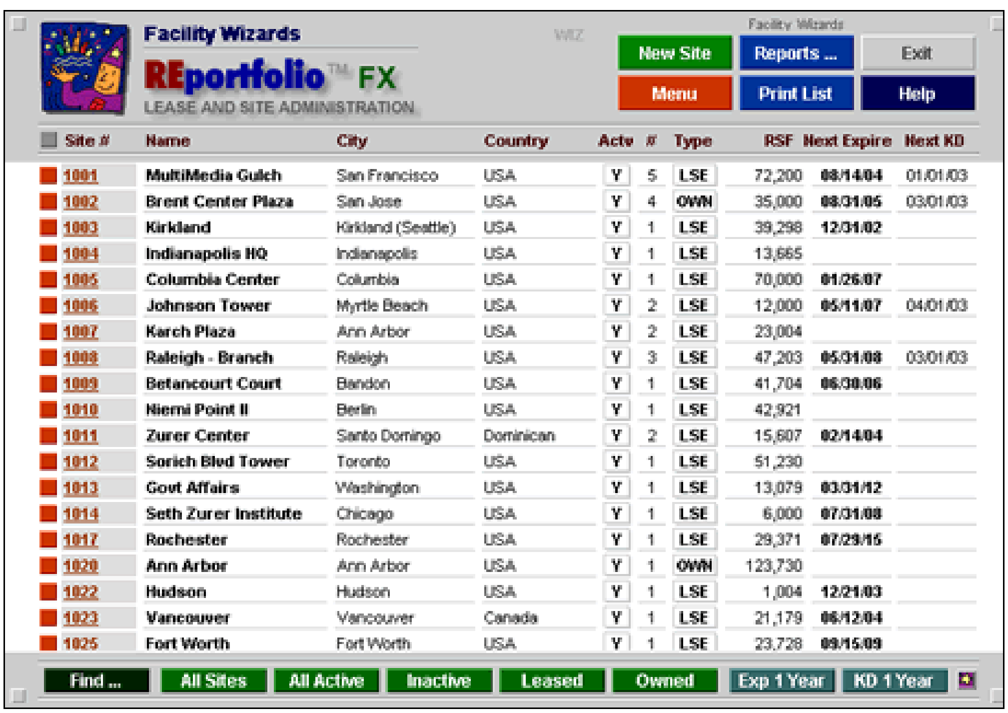
The Main Menu screen's bottom menu contains this button:

- **Exit** [button] – Ends the REportfolio session

SITE LIST SCREEN

The Site List screen lets you access information about the sites stored in REportfolio. From this screen you can navigate to the screens providing the details for each site, including each site's leases.

This screen presents your data using a list display, displaying a Site record for each site. The Site List screen also contains a top menu and bottom menu.



Site List Screen

Top Menu

The Site List screen's top menu has these buttons:

- **New Site** [button] – Creates a new site, and goes to the Site Overview screen, standing-by for data entry
- **Menu** [button] – Goes back to the Main Menu screen
- **Reports** [button] – Goes to the Menu of Reports screen, providing access to REportfolio's reporting capability
- **Print List** [button] – Prints a Site List report listing the displayed sites, including site locations, types, RSFs, and the next upcoming lease expiration date within each site
- **Exit** [button] – Ends the REportfolio session
- **Help** [button] – Goes to the Lease Help screen

Data Fields and Buttons

The main portion of the Site List screen has these data fields and buttons:

- [detail view button] – Goes to the Site Overview screen, which is the first of a series of screens for viewing, entering, and editing site information
- **Site #** [read-only button-enabled character field] – Site ID. When selected, REportfolio goes to the Site Overview screen for the site (selecting this field behaves exactly the same as selecting the detail view button).
- **Name** [read/write character field] – Site name
- **City** [read/write character field] – Site's city
- **Country** [read/write character field] – Site's country
- **Actv** [read-only value list] – Indicates whether or not the site is Active. "**Active**" sites contain leased or owned properties are in active use; "**Inactive**" sites do not contain leased or owned properties are in active use.
- **#** [calculated character field] – Number of leases that belong to the site
- **Type** [read-only value list] – Indicates whether the specific properties in the site are owned ("**OWN**"), leased ("**LSE**"), or consist of a mix ("**MIX**") of both leased and owned properties
- **RSF** [calculated character field] – Total site RSF
- **Next Expire** [read-only date field] – Indicates the next upcoming expiration date for one or more of the site's leases
- **Next KD** [read-only date field] – Indicates the date of the next upcoming Site Reminder or Lease Key Date, for the site, or for one of the site's leases

Bottom Menu

The Site List screen's bottom menu contains these buttons:

- **Find** [button] – Switches into Find mode, allowing sites to be found
- **All Sites** [button] – Causes the Site List screen to display all stored sites. This is the default upon first opening the Site List screen.
- **All Active** [button] – Causes the Site List screen to display only Active sites
- **Inactive** [button] – Causes the Site List screen to display only Inactive sites
- **Leased** [button] – Causes the Site List screen to display only sites that have leased properties
- **Owned** [button] – Causes the Site List screen to display only sites that have owned properties
- **Exp 1 Year** [button] – Causes the Site List screen to display only sites with leases that have upcoming expiration dates within the next year

- **KD 1 Year** [button] – Causes the Site List screen to display only sites that have upcoming Site Reminders within the next year, and that have leases that have upcoming Lease Key Dates within the next year

SITE-OVERVIEW SCREEN

The Site Overview screen lets you view, enter, and edit general information about one of the sites stored in REportfolio. The data contained in this screen includes:

- Site location and address
- Site status and use
- Approaching Site Reminders and Lease Key Dates
- A list of the site's leases, from which you can access each lease

The Site Overview screen presents your data using a detail display that contains two portals, and has a top menu and bottom menu.

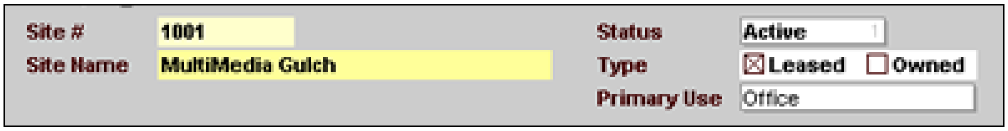
Site Overview Screen

Top Menu

The Site Overview screen's top menu has these buttons:

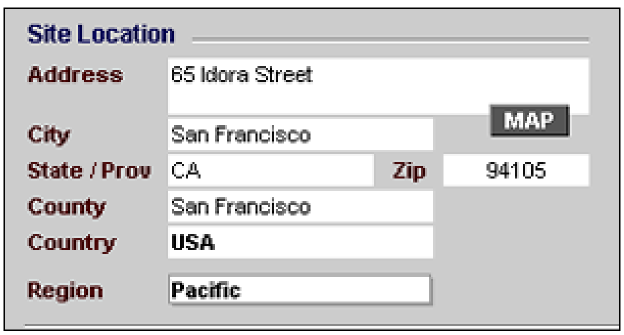
- **New Site** [button] – Creates a new site, and stands-by for data entry
- **Site List** [button] – Goes back to the Site List screen, providing access to the Sites database
- **Reports** [button] – Goes to the Menu of Reports screen
- **Print** [button] – Prints a Site Summary report listing key site information, including site locations, building information, a list of the site's leases, upcoming Site Reminders, upcoming Lease Key Dates for the site's leases, and Site Contacts
- **Exit** [button] – Ends the REportfolio session
- **Help** [button] – Goes to the Lease Help screen

Data Fields and Buttons



Use this portion of the Site Overview screen to access basic site information. It contains these data fields and buttons:

- **Site #** [read/write character field] – Site ID
- **Site Name** [read/write character field] – Site name
- **Status** [value list] – Current Active or Inactive status of the site. "**Active**" sites contain leased or owned properties are in active use; "**Inactive**" sites do not contain leased or owned properties are in active use.
- **Type–Leased** [checkbox] – Indicates that the site contains leased properties
- **Type–Owned** [checkbox] – Indicates that the site contains owned properties
- **Primary Use** [value list] – Indicates the primary use of the site, from a list of selections including "**Office**", "**Garage**", "**Industrial**", etc.

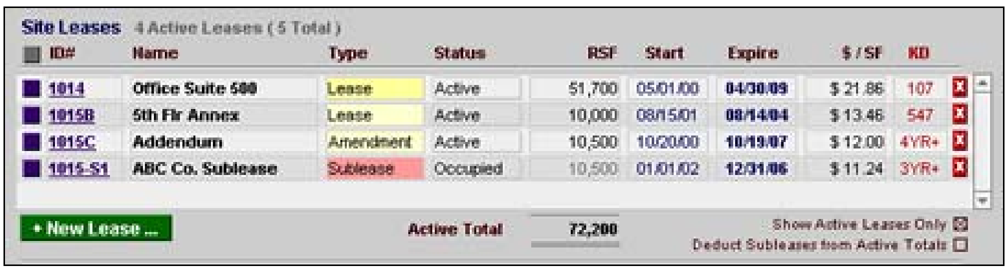


Use this part of the Site Overview screen to access a site's address and geographic location. It has these data fields and buttons:

- **Address** [read/write character field] – Site's street address
- **City** [read/write character field] – Site's city
- **State / Prov** [read/write character field] – Site's state or province
- **Zip** [read/write character field] – Site's zip or postal code
- **MAP** [button] – Links to the Internet Website http://www.mapquest.com, causing a separate browser window to display a map showing a geographic location of the site
- **County** [read/write character field] – Site's county
- **Country** [read/write character field] – Site's country
- **Region** [value list] – Indicates a geographic region for the site, from a list of selections such as "**Eastern**", "**Midwest**", "**Pacific**", "**Canada**", etc.

Use this portal to view approaching Lease Key Dates and Site Reminders, for the next one–year period, for the site and its leases. The Lease Key Dates are set within the Lease Key Dates screen, and the Site Reminders are set in the Site Reminders screen (both of these screens are described later in this chapter). The dates for any of the displayed Lease Key Dates and Site Reminders can also be changed using this portal. This portal contains the following data fields:

- **Date** [read/write date field] – Date of the approaching Lease Key Date or Site Reminder
- **Type / Lease** [read-only character field] – For Lease Key Dates, displays the Type of the Lease Key Date and the Lease Name; for Site Reminders, displays the Description of the Site Reminder



Use this portion of the Site Overview screen to access the leases that belong to the site. It consists of a portal, with some data fields and a button above and below the portal:

Remember that, in addition to leases, You can also use REportfolio's Leases database to store information about owned properties. These are portions of a site, or an overall site, that is owned.

There are two data fields above the portal, next to the label **Site Leases**:

- **Active Leases** [calculated character field] – Number of Active leases for the site
- **Total** [calculated character field] – Total number of leases, consisting of Active leases, Inactive leases, as well as owned properties within the site

The portal, which displays a Lease record for each lease, contains these data fields and buttons:

- [detail view button] – Goes to the Lease Information Part 1 screen for the lease. The Lease Information Part 1 screen is a detail display screen that is the first of a series of screens for accessing lease information.
- **ID#** [button-enabled character field] – Lease ID. When selected, REportfolio goes to the Lease Information Part 1 screen for the lease (selecting this field behaves exactly the same as selecting the detail view button).

- **Name** [read-only character field] – Lease name
- **Type** [read-only character field] – Lease type. Values include "**Lease**", "**Amendment**", "**Owned**", "**Sublease**", etc.
- **Status** [read-only character field] – Active or Inactive status of the lease. The values are for Active leases are "**Active**", "**Occupied**", "**Vacant**", or "**Assigned**"; the values for Inactive leases are "**Pending**" or "**Terminated**".
- **RSF** [calculated character field] – Leased or owned property RSF
- **Start** [read-only date field] – Lease starting date
- **Expire** [read-only date field] – Lease expiration date
- **$ / SF** [calculated character field] – The current annualized cost of the leased or owned property, calculated as dollars per square feet
- **KD** [calculated character field] – Number of days to the next Lease Key Date for the lease, if the next Lease Key Date is less than three years from the current date. Otherwise, displays the number of rounded–down years to the next Lease Key Date.
- [delete button] – Deletes the lease from REportfolio

Once you delete a lease you cannot get it back (except by reentering the data or loading the last backup of the data). Be careful to make sure that you actually want to perform the deletion operation before you click the delete button.

The screen area just below the portal has these data fields and buttons:

- **New Lease** [button] – Creates a new lease, and goes to the Lease Information Part 1 screen, standing-by for data entry
- **Active Total** [calculated character field] – Total RSF for the site's leased and owned properties
- **Show Active Leases Only** [checkbox] – Causes only Active leases to be shown in the portal
- **Deduct Subleases from Active Totals** [checkbox] – Causes RSF of Active leases except for subleases to be shown in Active Total

Bottom Menu

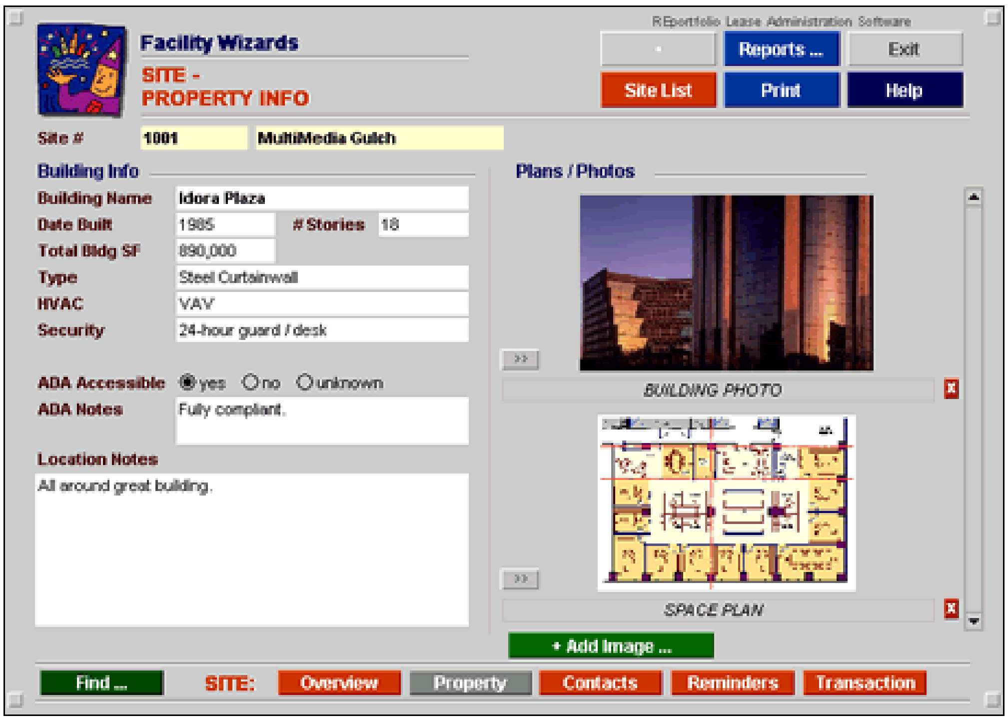
The Site Overview screen's bottom menu contains these buttons:

- **Find** [button] – Switches into Find mode, allowing sites to be found
- **Property** [button] – Goes to the Site Property Information screen
- **Contacts** [button] – Goes to the Site Contacts screen
- **Reminders** [button] – Goes to the Site Reminders screen
- **Transaction** [button] – Goes to the Site Transactions screen

The bottom menus in each of the site screens (except for the Site List screen) are essentially the same. From each of the site screens you can navigate to the other screens that, together provide all of the information for a site.

SITE-PROPERTY INFORMATION SCREEN

The Site Property Information screen lets you view, enter, and edit a site's property information, including total building area, HVAC, security provisions, and ADA accessibility. This screen also lets you to attach and view images such as the building itself and the building floor plans. The Site Overview screen presents your data using a detail display, and has a top menu and bottom menu.



Site Property Information Screen

Top Menu

The Site Property Information screen's top menu contains these buttons:

- **Site List** [button] – Goes back to the Site List screen, providing access to the Sites database
- **Reports** [button] – Goes to the Menu of Reports screen
- **Print** [button] – Prints either a Site Summary report or a Site Images report. The Site Summary report prints key site information, and the Site Images report prints the site's stored images. This button first displays a dialog box for selecting the desired report.
- **Exit** [button] – Ends the REportfolio session
- **Help** [button] – Goes to the Lease Help screen

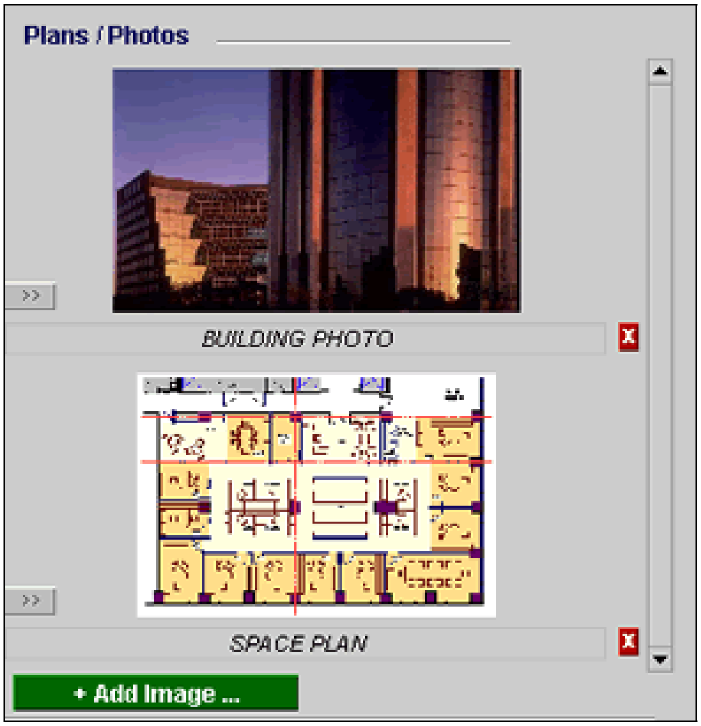
Data Fields and Buttons

Use this part of the Site Property Information screen to view the basic information for the site that the property information belongs to. It has these data fields:

- **Site #** [read/write character field] – Site ID
- **Site Name** [unlabeled read/write character field] – Site name

Use this part of the Site Property Information screen to access information about a site's building. It contains these data fields:

- **Building Name** [read/write character field] – Name of the site's building
- **Date Built** [read/write character field] – Date the building was constructed
- **# Stories** [read/write character field] – Number of floors in the building
- **Total Bldg SF** [read/write character field] – Building's total square footage area
- **Type** [read/write character field] – Type of building's construction
- **HVAC** [read/write character field] – Type of HVAC installed in the building
- **Security** [read/write character field] – Type of building's security arrangements or security system
- **ADA Accessible–yes/no/unknown** [radio buttons] – Whether the building meets the ADA accessibility code
- **ADA Notes** [read/write character field] – Any additional notes regarding ADA accessibility
- **Location Notes** [read/write character field] – Any additional notes about the building and the building's geographic location



Use this part of the Site Property Information screen to attach and view images of the site's building, space plan, and any other worthwhile site-related images. It consists of a portal and a button:

The portal, which displays a Site Image record for each image, has these data fields and buttons:

- >> [button] – Goes to the Site Property Information Enlarged Image screen, which displays an enlarged presentation of the image
- [unlabeled container field] – The image itself
- [unlabeled character field] – Image title
- [delete button] – Deletes the Site Image record, including the reference to the image. The image file itself will not be deleted.

The screen area just below the portal contains this button:

- **Add Image** [button] – Creates a new Site Image record, and stands-by for data entry. The image file is pasted into the container field in order to attach it and display it.

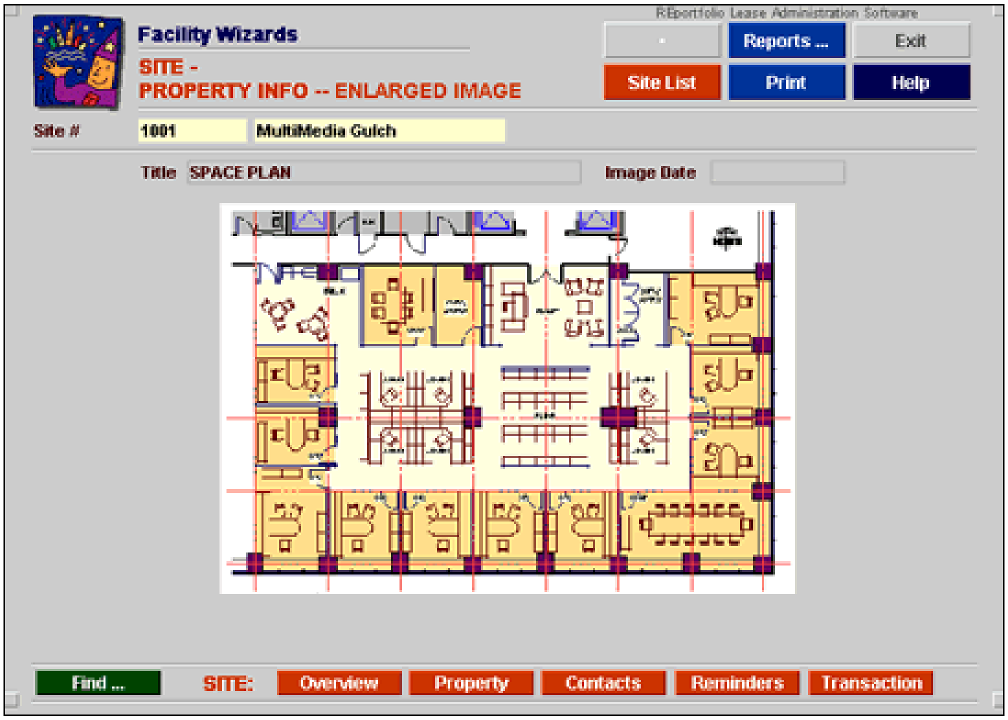
Bottom Menu

The Site Property Information screen's bottom menu contains these buttons:

- **Find** [button] – Switches into Find mode, allowing sites and related site images to be found
- **Overview** [button] – Goes to the Site Overview screen
- **Contacts** [button] – Goes to the Site Contacts screen
- **Reminders** [button] – Goes to the Site Reminders screen
- **Transaction** [button] – Goes to the Site Transactions screen

SITE-PROPERTY INFORMATION ENLARGED IMAGE SCREEN

The Site Property Information Enlarged Image screen lets you view or change a specific site property image. This screen presents your data using a simple detail display, with a top menu and bottom menu.



Site Property Information Enlarged Image Screen

Top Menu

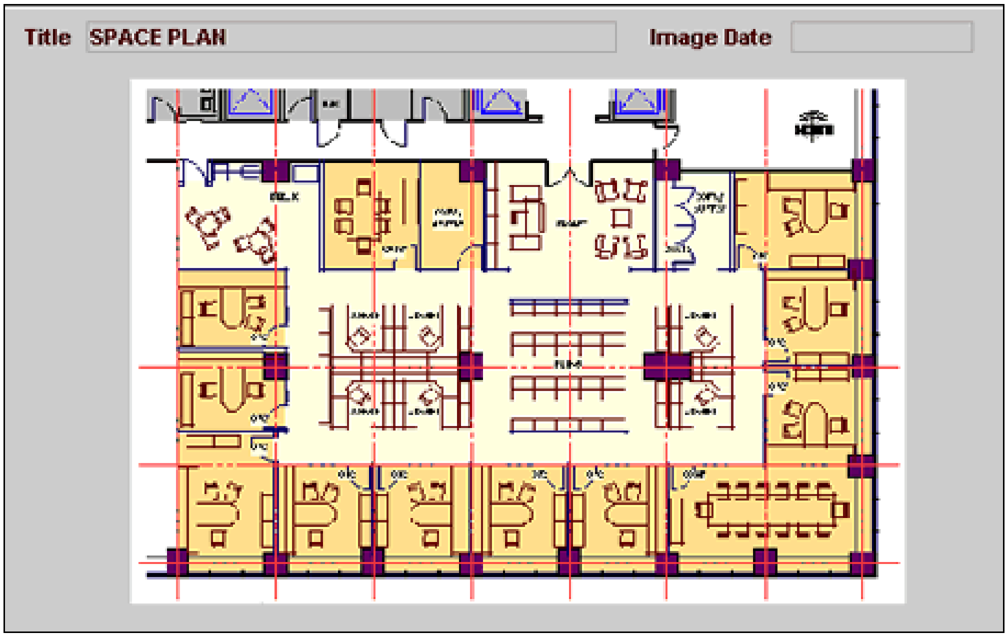
The Site Property Information Enlarged Image screen's top menu contains these buttons:

- **Site List** [button] – Goes to the Site List screen, providing access to all of the sites in the Sites database
- **Reports** [button] – Goes to the Menu of Reports screen
- **Print** [button] – Prints either a Site Summary report or a Site Images report. The Site Summary report prints key site information, and the Site Images report prints the site's stored images. This button first displays a dialog box for selecting the desired report.
- **Exit** [button] – Ends the REportfolio session
- **Help** [button] – Goes to the Lease Help screen

Data Fields and Buttons

Use this part of the Site Property Information Enlarged Image screen to view the basic information for a site that the image belongs to. It has these data fields:

- **Site #** [read/write character field] – Site ID
- **Site Name** [unlabeled read/write character field] – Site name



This part of the Site Property Information Enlarged Image screen provides an enlarged view of a site's image, and also setting information about the image. This screen area contains these data fields:

- **Title** [read/write character field] – A title for the image
- **Image Date** [read/write date field] – Date when the image was created, or was inserted into REportfolio
- [unlabeled container field] – The image itself

Bottom Menu

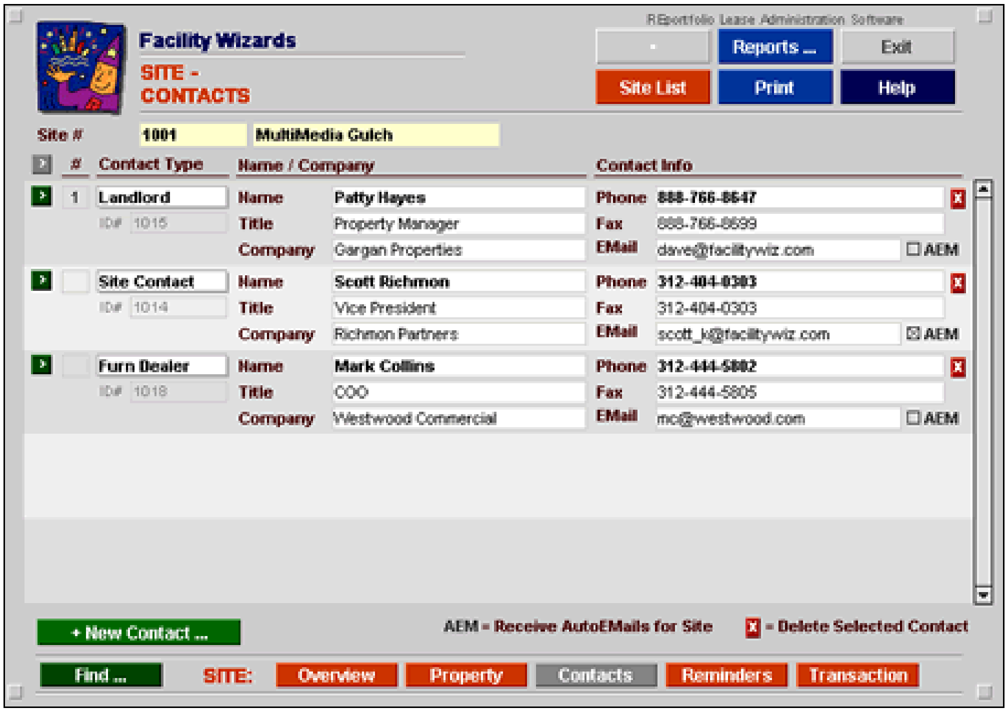
The Site Property Information Enlarged Image screen's bottom menu contains these buttons:

- **Find** [button] – Switches into Find mode, allowing sites and related site images to be found
- **Overview** [button] – Goes to the Site Overview screen
- **Property** [button] – Goes back to the Site Property Information screen
- **Contacts** [button] – Goes to the Site Contacts screen
- **Reminders** [button] – Goes to the Site Reminders screen
- **Transaction** [button] – Goes to the Site Transactions screen

SITE CONTACTS SCREEN

The Site Contacts screen lets you view, enter, and edit Site Contacts, including phone and fax numbers, and email addresses. This screen also allows you to set Automatic Email Notifications for the Site Contacts.

This screen presents your data using a detail display that contains a large portal, which displays a Contact record for each Site Contact. The Site Contacts screen also has a top menu and bottom menu.



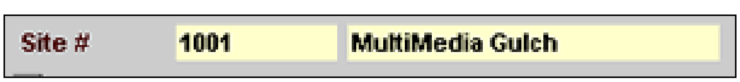
Site Contacts Screen

Top Menu

The Site Contacts screen's top menu contains these buttons:

- **Site List** [button] – Goes back to the Site List screen, providing access to the Sites database
- **Reports** [button] – Goes to the Menu of Reports screen
- **Print** [button] – Prints a Contact List report listing site contacts and their contact information
- **Exit** [button] – Ends the REportfolio session
- **Help** [button] – Goes to the Lease Help screen

Data Fields and Buttons



Use this part of the Site Contacts screen to view information about the site that the Site Contacts belong to. It has these data fields:

- **Site #** [read/write character field] – Site ID

- **Site Name** [unlabeled read/write character field] – Site name

Use this part of the Site Contacts screen to access basic information for the Site Contacts. This screen is also used to navigate to the screen that provides more detailed information for each individual Site Contact. This portion of the Site Contacts screen consists of a portal, and a button below the portal:

The portal contains these data fields and buttons:

- [detail view button] – Goes to the Site Contact Information screen for the Site Contact, providing more detailed information the Site Contact
- **#** [read/write character field] – An integer defining the sort order of the displayed Site Contacts. Entering integer values into this field causes the Site Contacts to be displayed in the designated order.
- **Contact Type** [value list] – The type of the Site Contact. Selections include "**Bldg Mgr**", "**Landlord**", etc.
- **Name / Company** fields consisting of:
  - **Name** [read/write character field] – Site Contact's name
  - **Title** [read/write character field] – Site Contact's title
  - **Company** [read/write character field] – Site Contact's company
- **Contact Info** fields consisting of:
  - **Phone** [read/write character field] – Site Contact's phone number
  - **Fax** [read/write character field] – Site Contact's fax number
  - **Email** [read/write character field] – Site Contact's email
  - **AEM** [checkbox] – Specifies that the Site Contact will receive Automatic Email Notifications for the site

Automatic Email Notifications can also be setup for persons and email addresses that need to be notified of upcoming Site Reminders and Lease Key Dates for multiple sites and leases. This is done using the Email Notification Setup screen, which is covered in Chapter 6 – Configuring REportfolio – EMAIL NOTIFICATION SETUP SCREEN.

- [delete button] – Deletes the Site Contact from REportfolio

Once you delete a Site Contact you cannot get it back (except by reentering the data or loading the last backup of the data). Be careful to make sure that you actually want to perform the deletion operation before you click the delete button.

This button is below the portal:

- **New Contact** [button] – Creates a new Site Contact, and stands-by for data entry

Bottom Menu

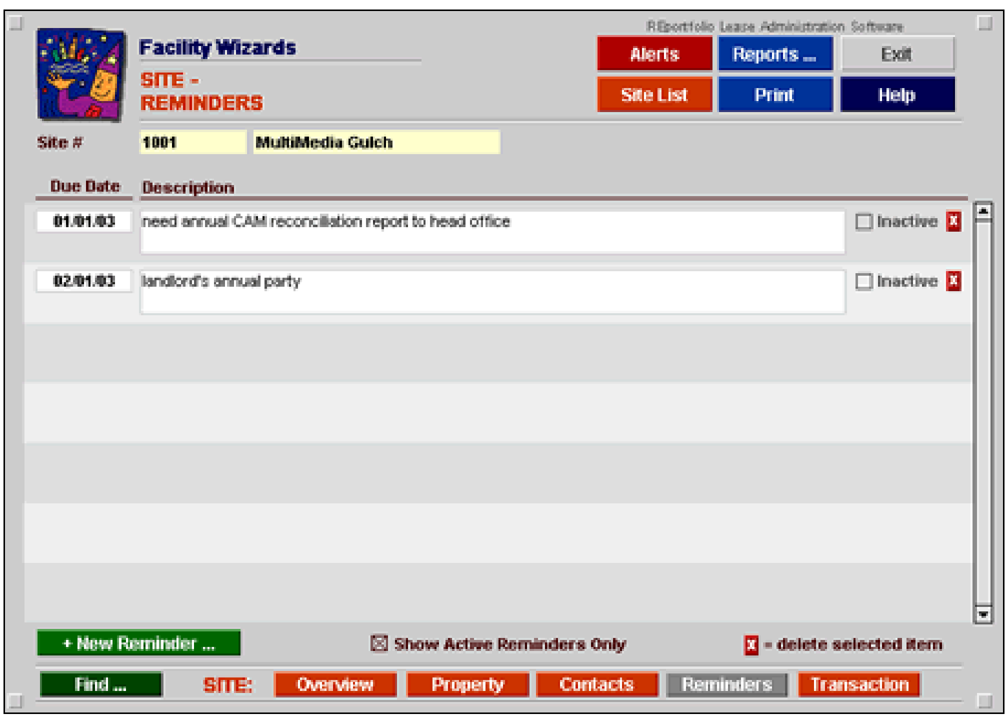
The Site Contacts screen's bottom menu contains these buttons:

- **Find** [button] – Switches into Find mode, allowing Site Contacts to be found
- **Overview** [button] – Goes to the Site Overview screen
- **Property** [button] – Goes to the Site Property Information screen
- **Reminders** [button] – Goes to the Site Reminders screen
- **Transaction** [button] – Goes to the Site Transactions screen

SITE-REMINDERS SCREEN

The Site Reminders screen lets you view, enter, and edit important reminders for a site. Site Reminders can include events like planning meetings, social occasions, or any other event that warrants reminding.

This screen presents your data using a detail display, with a large portal that displays a Site Reminder record for each Site Reminder. The Site Reminders screen also has a top menu and bottom menu.



Site Reminders Screen

Top Menu

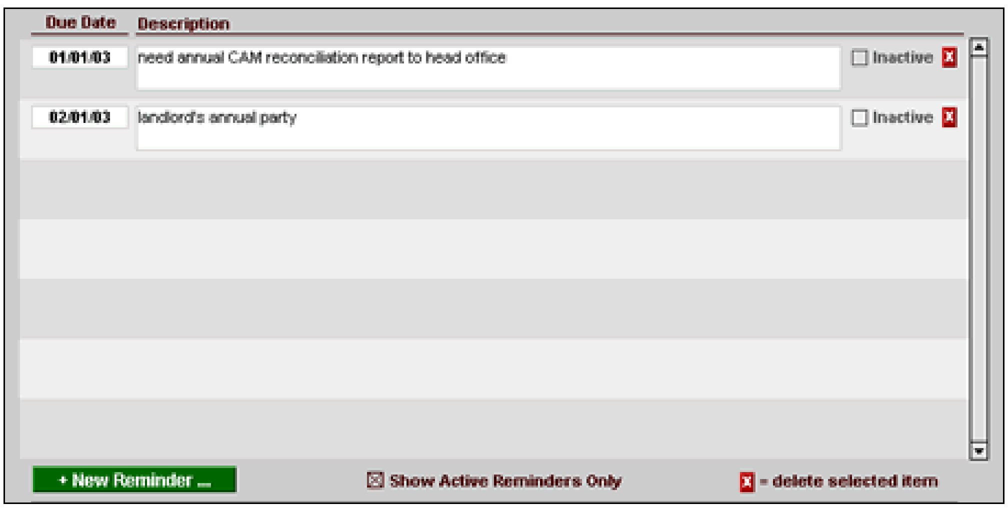
The Site Reminders screen's top menu contains these buttons:

- **Alerts** [button] – Generates Key Date Alerts for upcoming Site Reminders and Lease Key Dates, and goes to the Key Date Alerts screen to display the Key Date Alerts
- **Site List** [button] – Goes back to the Site List screen, providing access to the Sites database
- **Reports** [button] – Goes to the Menu of Reports screen
- **Print** [button] – Prints a Site Reminders report listing the Site Reminders
- **Exit** [button] – Ends the REportfolio session
- **Help** [button] – Goes to the Lease Help screen

Data Fields and Buttons

Use this part of the Site Reminders screen to view information about the site that the Site Reminders belong to. It has these data fields:

- **Site #** [read/write character field] – Site ID
- **Site Name** [unlabeled read/write character field] – Site name



Use this part of the Site Reminders screen to enter and view the Site Reminders. It contains a portal, followed by a button and a data field.

The portal contains these data fields and buttons:

- **Due Date** [read/write date field] – Date by which the Site Reminder should or must be initiated or accomplished
- **Description** [read/write character field] – Description of the Site Reminder
- **Inactive** [checkbox] – Marks the Site Reminder as Inactive, which means that the Site Reminder has been successfully initiated or accomplished, and/or that it no longer needs to be initiated or accomplished
- [delete button] – Deletes the Site Reminder from REportfolio

Once you delete a Site Reminder you cannot get it back (except by reentering the data or loading the last backup of the data). Be careful to make sure that you actually want to perform the deletion operation before you click the delete button.

The screen area just below the portal contains this button and data field:

- **New Reminder** [button] – Creates a new Site Reminder, and stands-by for data entry
- **Show Active Reminders Only** [checkbox] – Causes only Active Site Reminders to be shown in the portal

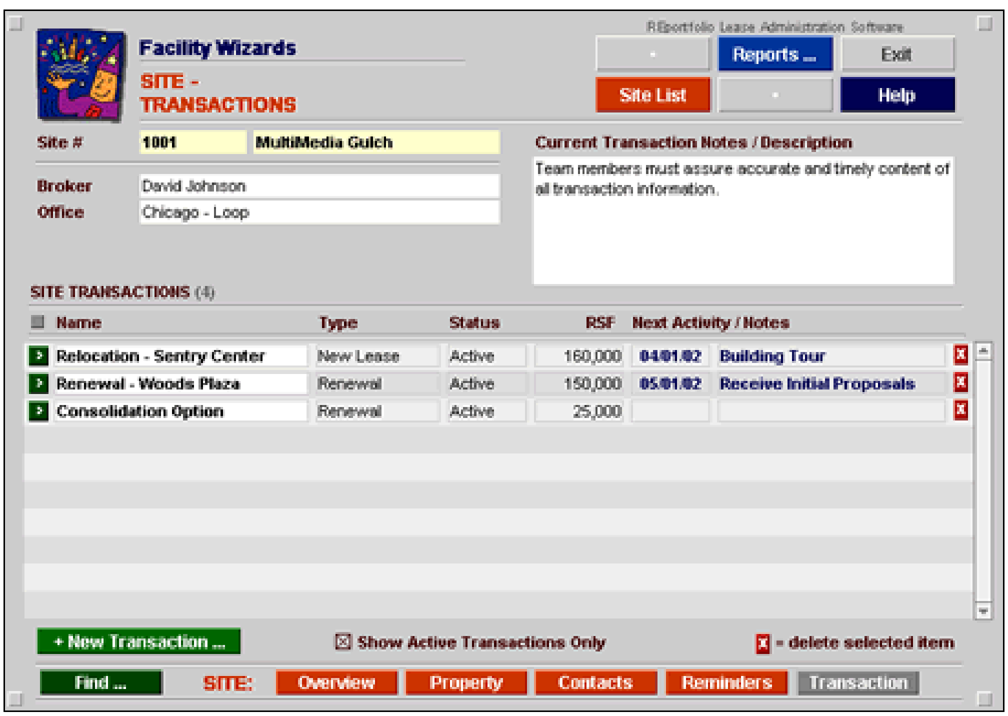
Bottom Menu

The Site Reminders screen's bottom menu contains these buttons:

- **Find** [button] – Switches into Find mode, allowing Site Reminders to be found
- **Overview** [button] – Goes to the Site Overview screen
- **Property** [button] – Goes to the Site Property Information screen
- **Contacts** [button] – Goes to the Site Contacts screen
- **Transaction** [button] – Goes to the Site Transactions screen

SITE-TRANSACTIONS SCREEN

The Site Transactions screen lets you view, enter, and edit Site Transactions, for example, site expansion or relocation. This screen presents your data using a detail display, with a large portal that displays a Site Transaction record for each Site Transaction. The Site Transactions screen also has a top menu and bottom menu.



Site Transactions Screen

Top Menu

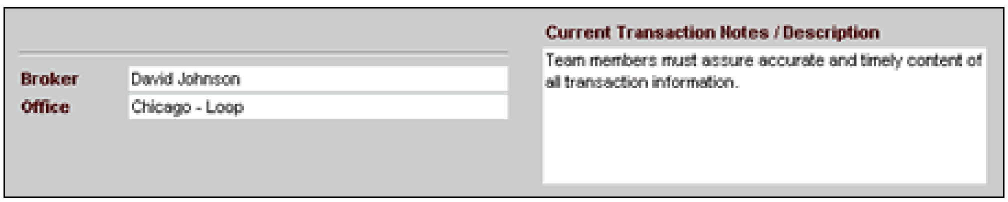
The Site Transactions screen's top menu has these buttons:

- **Site List** [button] – Goes to the Site List screen, providing access to all the sites in the Sites database
- **Reports** [button] – Goes to the Menu of Reports screen
- **Exit** [button] – Ends the REportfolio session
- **Help** [button] – Goes to the Lease Help screen

Data Fields and Buttons

Use this part of the Site Transactions screen to view information about the site that the Site Transactions belong to. It contains these data fields:

- **Site #** [read/write character field] – Site ID
- **Site Name** [unlabeled read/write character field] – Site name



Use this part of the Site Transactions screen to access general information about the Site Transactions. It has these data fields:

- **Broker** [read/write character field] – Name of the real-estate broker who is handling the transaction
- **Office** [read/write character field] – The name of the specific office of the real-estate broker who is handling the transaction
- **Current Transaction Notes / Description** [read/write character field] – Any notes regarding the transaction

Use this part of the Site Transactions screen to access the Site Transactions. It contains a portal, with a data field above the portal, and a button and a data field below the portal.

This data field is above the portal:

- **SITE TRANSACTIONS** [calculated character field] in the parenthesis next to the label – The number of Site Transactions shown in the portal

The portal contains these data fields and buttons:

- [detail view button] – Goes to the Transaction Details screen for the Site Transaction, allowing access to all information belonging to the particular Site Transaction
- **Name** [read/write character field] – A name for the Site Transaction
- **Type** [value list] – Site Transaction Type. Selections include “**New Lease**”, “**Sublease**”, “**Build to Suit**”, etc.
- **Status** [value list] – Specifies whether the Site Transaction is Active or Inactive. “**Active**” Site Transactions are upcoming or underway; “**Inactive**” Site Transactions are completed or no longer required.
- **RSF** [read/write character field] – RSF of the portion of the property that the Site Transaction is for
- **Next Activity** [read/write date field] – Date for the next upcoming activity for the Site Transaction
- **Notes** [read/write character field] – Description of the next upcoming activity for the Site Transaction
- [delete button] – Deletes the Site Transaction

Once you delete a Site Transaction you cannot get it back (except by reentering the data or loading the last backup of the data). Be careful to make sure that you actually want to perform the deletion operation before you click the delete button.

The screen area below the portal contains this button and data field:

- **New Transaction** [button] – Creates a new Site Transaction, and stands-by for data entry
- **Show Active Transactions Only** [checkbox] – Causes only Active Site Transactions to be shown in the portal

Bottom Menu

The Site Transactions screen’s bottom menu contains these buttons:

- **Find** [button] – Switches into Find mode, allowing Site Transactions to be found
- **Overview** [button] – Goes to the Site Overview screen
- **Property** [button] – Goes to the Site Property Information screen
- **Contacts** [button] – Goes to the Site Contacts screen
- **Reminders** [button] – Goes to the Site Reminders screen

TRANSACTION DETAILS SCREEN

The Transaction Details screen lets you view, enter, and edit an individual Site Transaction, including Site Transaction Notes. This screen presents your data using a detail display, with a portal that displays a Site Transaction Note record for each Site Transaction The Transaction Details screen also has a top menu.

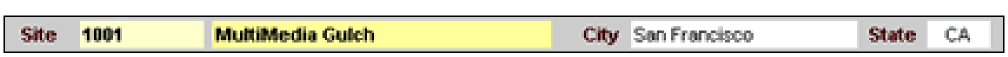
Transaction Details Screen

Top Menu

The Transaction Details screen's top menu contains these buttons:

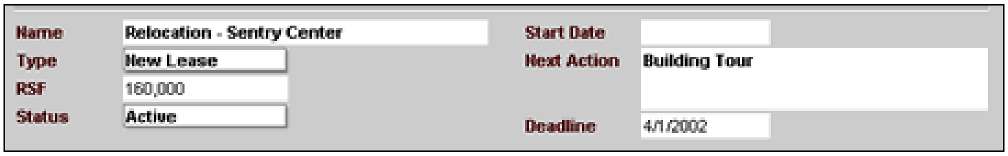
- **Site List** [button] – Goes to the Site List screen, providing access to the Sites database
- **Transactions** [button] – Goes back to the Site Transactions screen
- **Reports** [button] – Goes to the Menu of Reports screen
- **Print** [button] – Prints a Transaction Log report showing the details of the Site Transaction, including Site Transaction Notes
- **Exit** [button] – Ends the REportfolio session
- **Help** [button] – Goes to the Lease Help screen

Data Fields and Buttons



Use this part of the Transaction Details screen to view information about the site that the Site Transaction belongs to. It has these data fields:

- **Site** [read/write character field] – Site ID
- **Site Name** [unlabeled read/write character field] – Site name
- **City** [read/write character field] – Site city
- **State** [read/write character field] – Site state or province



Use this part of the Transaction Details screen to access the details of a Site Transaction. It contains these data fields:

- **Name** [read/write character field] – A name for the Site Transaction
- **Type** [value list] – Site Transaction Type. Selections include “**New Lease**”, “**Sublease**”, “**Build to Suit**”, etc.
- **RSF** [read/write character field] – RSF of the portion of the property that the Site Transaction is for
- **Status** [value list] – Specifies whether the Site Transaction is Active or Inactive. “**Active**” Site Transactions are upcoming or underway; “**Inactive**” Site Transactions are completed or no longer required.
- **Start Date** [read/write date field] – Start date for when the Site Transaction effort should begin
- **Next Action** [read/write character field] – Description of the next action that needs to be accomplished to accomplish the Site Transaction
- **Deadline** [read/write character field] – Required completion date for the Site Transaction

Use this portion of the Transaction Details screen to access Site Transaction Notes. It consists of a portal, followed by a button.

The portal contains these data fields and buttons:

- **Date** [read/write date field] – Date when the note was recorded
- **Time** [time field] – Time when the note was recorded
- **By** [read/write character field] – Name of the person who recorded the note
- **Notes** [read/write character field] – The note itself
- [delete button] – Deletes the Site Transaction Note from REportfolio

The screen area just below the portal contains this button:

- **New Item** [button] – Creates a new Site Transaction Note, and stands-by for data entry

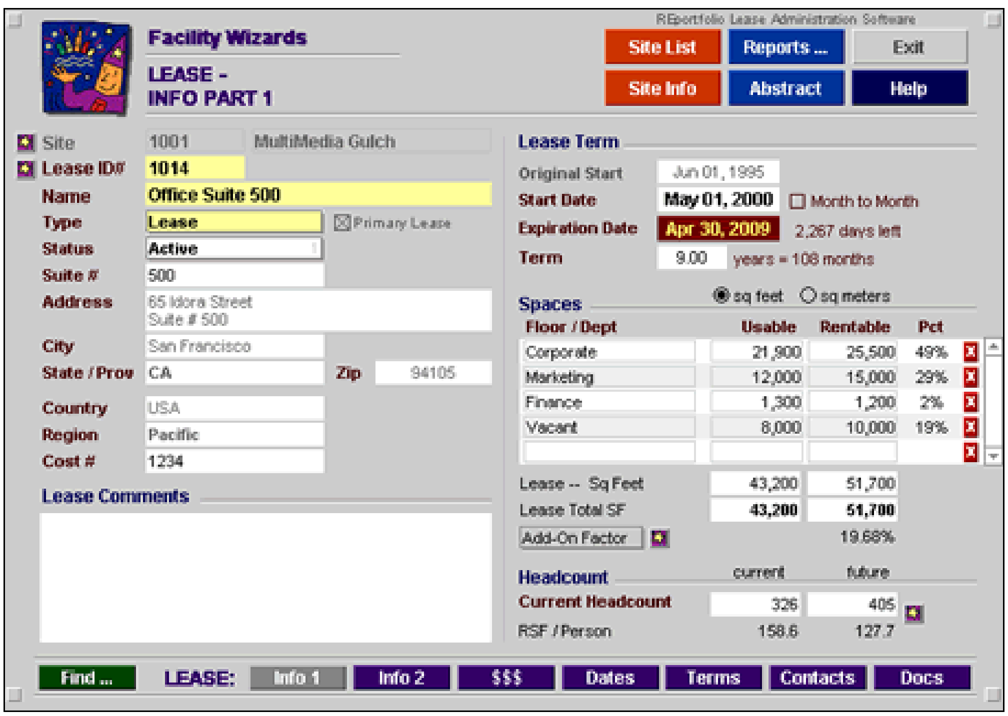
The Transaction Details screen does not have a bottom menu.

LEASE INFORMATION PART 1 SCREEN

The Lease Information Part 1 screen lets you view, enter, and edit basic information for a lease, including the address, space utilization, and lease term.

- From each of the lease screens you can navigate to the other screens that provide additional lease information, consisting of lease financials, Lease Key Dates, Lease Terms and Conditions, Lease Contacts, and Lease Documents
- Remember that in addition to leased properties, you can also use REportfolio's Leases database to store information about owned properties. These are portions of a site, or an overall site, that is owned.

The Lease Information Part 1 screen presents your data using a detail display with a portal, and has a top menu and bottom menu.



Lease Information Part 1 Screen

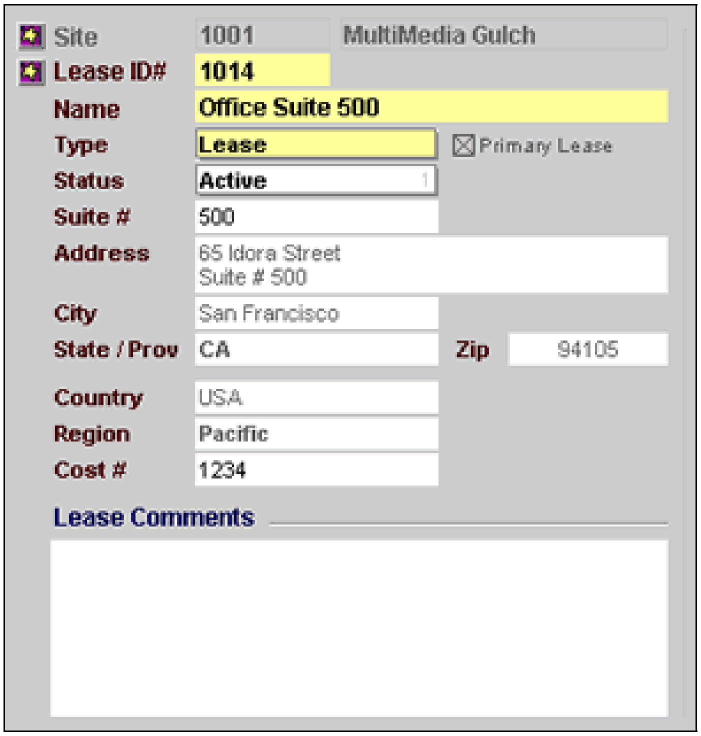
Top Menu

The Lease Information Part 1 screen's top menu has these buttons:

- **Site List** [button] – Goes to the Site List screen, providing access to the Sites database
- **Site Info** [button] – Goes to the Site Overview screen for the site that the lease belongs to
- **Reports** [button] – Goes to the Menu of Reports screen
- **Abstract** [button] – Prints a Lease Abstract Summary report, providing an abstract of the lease agreement for the current lease or for all the site leases. This button first displays a series of dialog boxes for selecting whether to print:
  - This report for either the current lease, for all of the site's leases
  - A one-page high level summary or a multi-page detailed report

- – Lease financial information for the current month or for the year to-date
- **Exit** [button] – Ends the REportfolio session
- **Help** [button] – Goes to the Lease Help screen

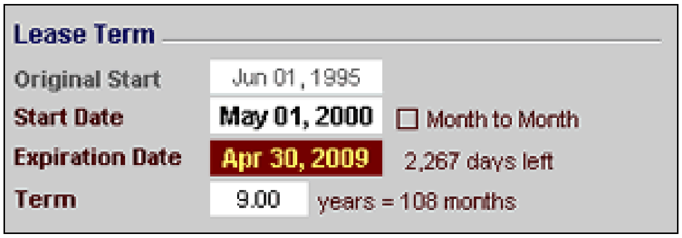
Data Fields and Buttons



Use this part of the Lease Information Part 1 screen to access basic lease information, mainly consisting of the address and geographic location of the leased or owned property. It contains these data fields and buttons:

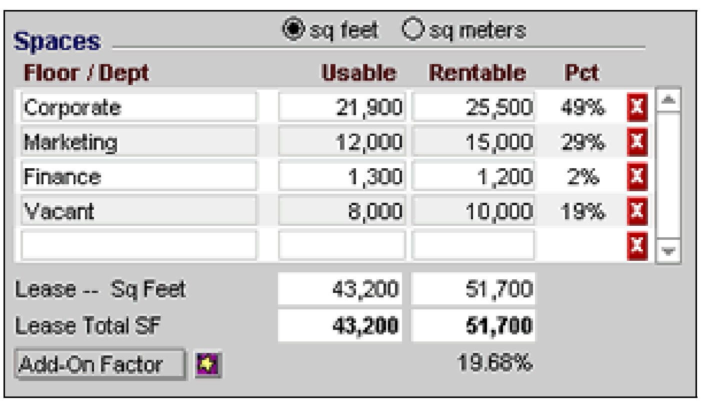
- [action-hint button] next to Site – Executes a function enabling the lease to be reassigned to another site
- **Site** [read-only character field] – Site ID
- **Site Name** [unlabeled read-only character field] – Site name
- [action-hint button] next to **Lease ID#** – Executes a function enabling the lease to copied within the same, current site. The copy of the lease can then be modified to create a new lease for the site.
- **Lease ID#** [read/write character field] – Lease ID
- **Name** [read/write character field] – Lease name
- **Type** [value list] – The type of lease. Selections include "**Lease**", "**Amendment**", "**Sublease**", etc.
- **Primary Lease** [checkbox] – Indicates that this lease is the primary lease for the site
- **Status** [value list] –Active or Inactive status of the lease. Selections include "**Occupied**" (Active), "**Assigned**" (Active), "**Terminated**" (Inactive), etc.
- **Suite #** [read/write character field] – Suite number part of the address for the leased property
- **City** [read/write character field] – Site city
- **State / Prov** [read/write character field] – Site state or province
- **Zip** [read/write character field] – Site zip-code or postal code

- **Country** [read/write character field] – Site country
- **Region** [value list] – Indicates a geographic region for the leased location. Selections include “**Eastern**”, “**Midwest**”, “**Pacific**”, “**Canada**”, etc.
- **Cost #** [read/write character field] – The cost center number for lease expenditures
- **Lease Comments** [read/write character field] – Any comments regarding the lease



Use this part of the Lease Information Part 1 screen to enter and view the lease term. It has these data fields:

- **Original Start** [read/write date field] – Original, contractual start date of the lease
- **Start Date** [read/write date field] – Start date for the current lease term
- **Month-to-Month** [checkbox] – Indicates that the formal lease expiration date has lapsed, and that the lease is continuing under a month-to-month arrangement
- **Expiration Date** [read/write date field] – Expiration date for the current lease term
- **days left** [calculated character field] – Number of days left in the current lease term
- **Term–years** [calculated character field] – Number of years left in the current lease term
- **= months** [calculated character field] – Number of months left in the current lease term



Use this part of the Lease Information Part 1 screen to access space information for a leased property. It contains a portal, which lets you enter and view the Usable and Rentable area values of the leased or owned property’s floors and departments. There is also a data field above the portal, and some data fields and a button below the portal.

This data field is above the portal:

- **sq feet–sq meters** [radio buttons] – Indicates whether the area values are in square feet or square meters

The portal contains these data fields and buttons:

- **Floor / Dept** [value list] – Floor or department name
- **Usable** [read/write character field] – Usable area of the floor or department
- **Rentable** [read/write character field] – Rentable area of the floor or department

- **Pct** [calculated character field] – Percentage calculation of the Rentable area for the floor or department, divided by the overall Rentable area for the leased of owned property
- [delete button] – Deletes the Lease Space record

The screen area below the portal contains these data fields and buttons:

- [read-only character field] directly to the right of the field label **Lease**, in the first row under the portal, and under the portal column **Floor / Dept** (this has the value "**Sq Feet**" in the screen image) – Indicates whether the values in the two calculated character fields directly to the right are in square feet or in square meters
- [calculated character field] in the first row under the portal, and under the portal column **Usable** – Total Usable area for the floors and departments shown in the portal
- [calculated character field] in the first row under the portal, and under the portal column **Rentable** – Total Rentable area for the floors and departments shown in the portal
- **Lease Total SF** [calculated character field] under the portal column **Usable** – Total USF for the floors and departments shown in the portal
- **Lease Total SF** [calculated character field] under the portal column **Rentable** – Total RSF for the floors and departments shown in the portal
- [value list and action-hint button] at bottom left of the screen area – The value list selections are "**Add-On Factor**", "**Loss-Factor**", and "**Core-Factor**". Depending on the value selected in the value list, gives a hint for how Add-On Factor, Loss-Factor, and Core-Factor are calculated.
- **%** [calculated character field] under the portal column **Rentable** – The percent difference between total USF and total RSF for the floors and departments shown in the portal

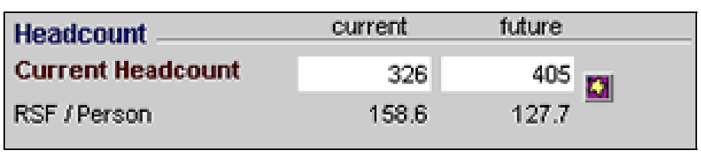
The Add-On Factor, Loss-Factor, and Core-Factor are determined as follows:

Add-On Factor = (Rentable / Usable) -1

Loss-Factor = (Rentable - Usable) / Rentable

Core-Factor = (Rentable / Usable) – 1

Note that Add-On Factor and Core-Factor are the same. One of these terms is typically used depending on region.



Use this part of the Lease Information Part 1 screen to enter and view headcount information for the leased property. It has these data fields:

- **Current Headcount** [read/write character field] under the column header **current** – Current headcount for the leased property
- **Current Headcount** [read/write character field] under the column header **future** – Future planned headcount for the leased property
- **RSF / Person** [calculated character field] under the column header **current** – RSF per person, based on current headcount
- **RSF / Person** [calculated character field] under the column header **future** – RSF per person, based on the future planned headcount

- [action-hint button] – Displays a dialog box that gives a hint explaining that a list of sites and headcount statistics are available from the Menu of Reports screen

Bottom Menu

The Lease Information Part 1 screen's bottom menu contains these buttons:

- **Find** [button] – Switches into Find mode, allowing leases to be found
- **Info 2** [button] – Goes to the Lease Information Part 2 screen, which provides additional basic lease information
- **$$$** [button] – Goes to the Lease Financial screen
- **Dates** [button] – Goes to the Lease Key Dates screen
- **Terms** [button] – Goes to the Lease Terms and Conditions screen
- **Contacts** [button] – Goes to the Lease Contacts screen
- **Docs** [button] – Goes to the Lease Documents screen

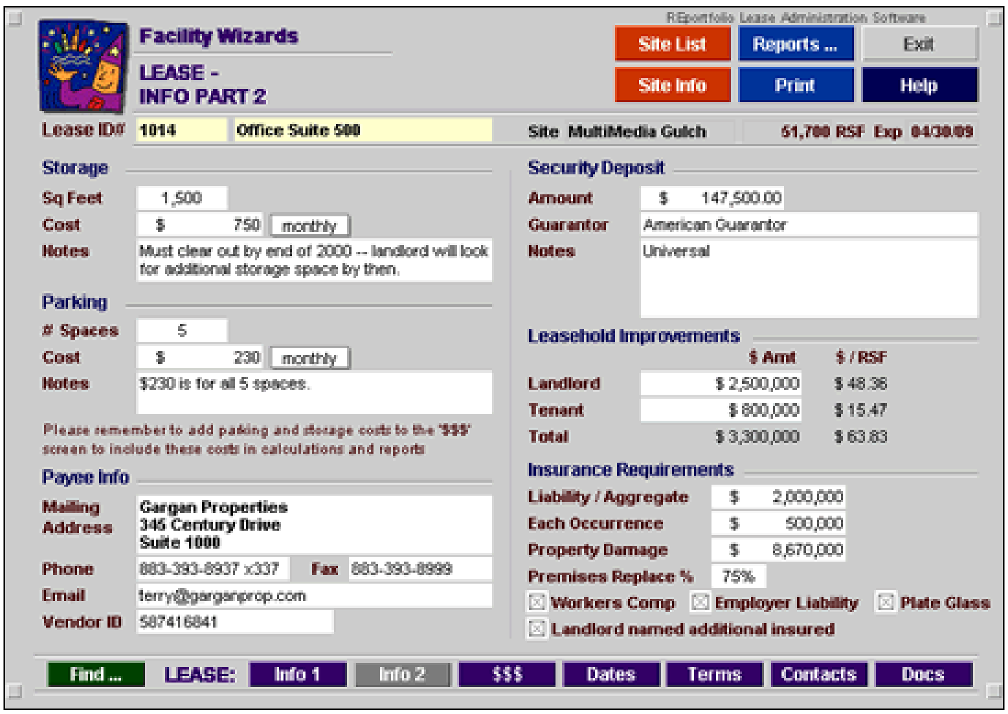
The bottom menus in each of the lease screens are essentially the same. From each of the lease screens you can navigate to the other screens that, together provide all of the lease information.

LEASE INFORMATION PART 2 SCREEN

The Lease Information Part 2 screen complements the Lease Information Part 1 screen, and lets you view, enter, and edit additional basic lease information including:

- Storage
- Parking
- Payee contact information
- Security deposit
- Leasehold improvements
- Insurance requirements

This screen presents your data using a detail display, and has a top menu and bottom menu.



Lease Information Part 2 Screen

Handling lease and site financial data using foreign currencies is enabled through REportfolio's FX option. If your organization has licensed the FX option, the Lease Information Part 2 screen will be affected when FX is activated. The changes to this screen are explained later in this chapter, in Section 4.3 – Handling Lease Financials Using Foreign Currencies.

Top Menu

The Lease Information Part 2 screen's top menu has these buttons:

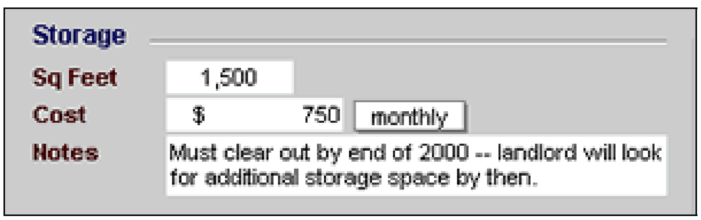
- **Site List** [button] – Goes to the Site List screen, providing access to all the sites in the Sites database

- **Site Info** [button] – Goes back to the Site Overview screen for the site that the lease belongs to
- **Reports** [button] – Goes to the Menu of Reports screen
- **Print** [button] – Prints a Lease Abstract Summary report, providing an abstract of the lease agreement for the current lease or for all the site leases. This button first displays a series of dialog boxes for selecting whether to print:
  - This report for either the current lease, for all of the site's leases
  - A one-page high level summary or a multi-page detailed report
  - Lease financial information for the current month or for the year to-date
- **Exit** [button] – Ends the REportfolio session
- **Help** [button] – Goes to the Lease Help screen

Data Fields and Buttons

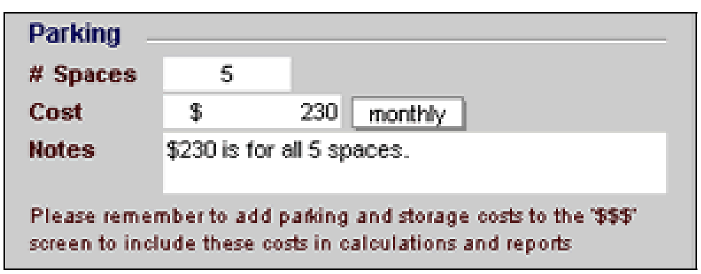
Use this part of the Lease Information Part 2 screen to view basic information for the lease, and the site that the leased or owned property belongs to. It contains these data fields:

- **Lease ID#** [read-only character field] – Lease ID
- [read-only character field] directly to the right of the **Lease ID#** field – Lease name
- **Site** [read-only character field] – Site name
- **RSF** [read-only character field] – RSF of the leased or owned property
- **Exp** [read-only character field] – Expiration date for the current lease term



Use this part of the Lease Information Part 2 screen to access information about the storage provisions of the leased or owned property. It has these data fields:

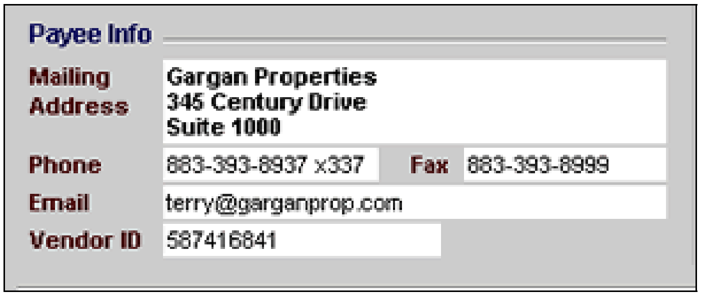
- **Sq Feet** [read/write character field] – Storage area in square feet
- **Cost** [read/write character field] – Cost of the storage area
- **Cost–units** [unlabeled value list] – Period for when the storage cost is due. Selections include "**Monthly**" and "**Annual**".
- **Notes** [read/write character field] – Any notes regarding the storage provisions



Use this part of the Lease Information Part 2 screen to access information about the parking area of the leased or owned property. It contains these data fields:

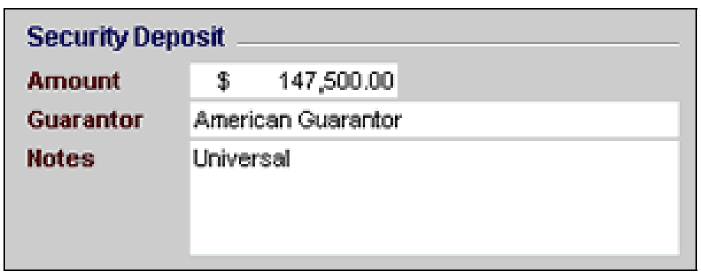
- **# Spaces** [read/write character field] – The number of parking spaces

- **Cost** [read/write character field] – Cost of the parking area
- **Cost–units** [unlabeled value list] – The period for when the parking cost is due. Selections include "**Monthly**" and "**Annual**".
- **Notes** [read/write character field] – Any notes regarding the parking area



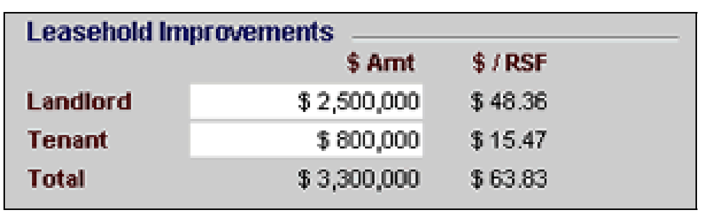
Use this part of the Lease Information Part 2 screen to enter and view lease payee information. It has these data fields:

- **Mailing Address** [read/write character field] – Payee's mailing address
- **Phone** [read/write character field] – Payee's phone number
- **Fax** [read/write character field] – Payee's fax number
- **Email** [read/write character field] – Payee's email address
- **Vendor ID** [read/write character field] – Payee's vendor ID



Use this part of the Lease Information Part 2 screen to enter and view lease security deposit information. It contains these data fields:

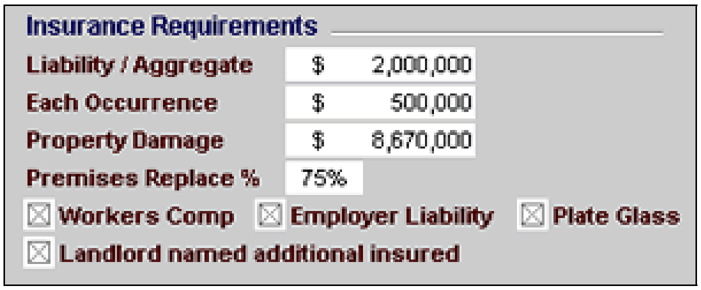
- **Amount** [read/write character field] – Amount of the security deposit
- **Guarantor** [read/write character field] – Guarantor of the security deposit
- **Notes** [read/write character field] – Any notes regarding the security deposit



Use this part of the Lease Information Part 2 screen to enter and view leasehold improvement information. It has these data fields:

- **Landlord** [read/write character field] under the column header **$ Amt** – Landlord's contribution to the leasehold improvements
- **Landlord** [calculated character field] under the column header **$ / RSF** – Landlord's contribution to the leasehold improvements per RSF

- **Tenant** [read/write character field] under the column header **$ Amt** – Tenant's contribution to the leasehold improvements
- **Tenant** [calculated character field] under the column header **$ / RSF** – Tenant's contribution to the leasehold improvements per RSF
- **Total** [calculated character field] under the column header **$ Amt** – Total contribution to the leasehold improvements
- **Total** [calculated character field] under the column header **$ / RSF** – Total contribution to the leasehold improvements per RSF



Use this part of the Lease Information Part 2 screen to access lease insurance requirements. It contains these data fields:

- **Liability / Aggregate** [read/write character field] – Amount of liability or aggregate insurance coverage required
- **Each Occurrence** [read/write character field] – Amount of insurance coverage required for each occurrence
- **Property Damage** [read/write character field] – Amount of property damage insurance coverage required
- **Premises Replace %** [read/write character field] – Required premises replacement percentage for property insurance coverage
- **Workers Comp** [checkbox] – Indicates if worker's compensation insurance is required
- Employer Liability [checkbox] – Indicates if employer liability insurance is required
- **Plate Glass** [checkbox] – Indicates if plate glass coverage is required as part of property insurance coverage
- **Landlord named additional insured** [checkbox] – Indicates if the landlord is also named as a beneficiary as part of the property insurance coverage

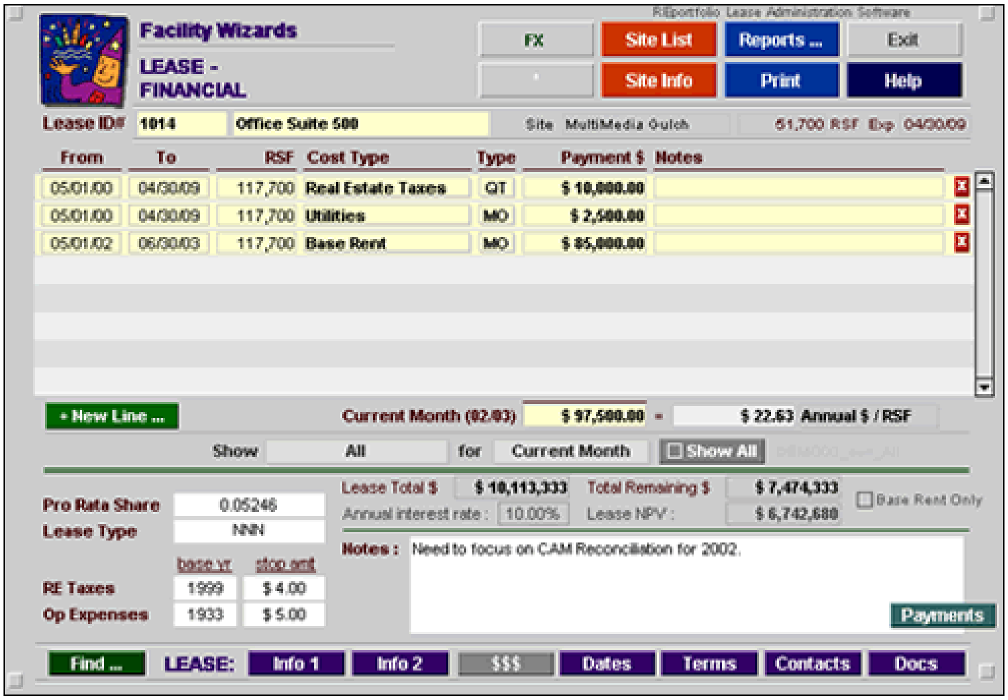
Bottom Menu

The Lease Information Part 2 screen's bottom menu has these buttons:

- **Find** [button] – Switches into Find mode, allowing leases to be found
- **Info 1** [button] – Goes back to the Lease Information Part 1 screen
- **$$$** [button] – Goes to the Lease Financial screen
- **Dates** [button] – Goes to the Lease Key Dates screen
- **Terms** [button] – Goes to the Lease Terms and Conditions screen
- **Contacts** [button] – Goes to the Lease Contacts screen
- **Docs** [button] – Goes to the Lease Documents screen

LEASE FINANCIAL SCREEN

The Lease Financial screen lets you view, enter, and edit lease costs, and view the financial status of the lease. From this screen you can also access a history of lease payments. This screen presents your data using a detail display, with a portal that displays a Lease Cost record for each lease cost. The Lease Financial screen also has a top menu and bottom menu.



Lease Financial Screen

Top Menu

The Lease Financial screen's top menu contains these buttons:

- **FX** [button] – Switches into Foreign Exchange (FX) mode, allowing lease and site location financial information processed using an international (non-U.S.) currency

If your organization has licensed the FX option, the Lease Financial screen will be affected when FX is activated. The changes to this screen are explained later in this chapter, in Section 4.3 – Handling Lease Financials Using Foreign Currencies.

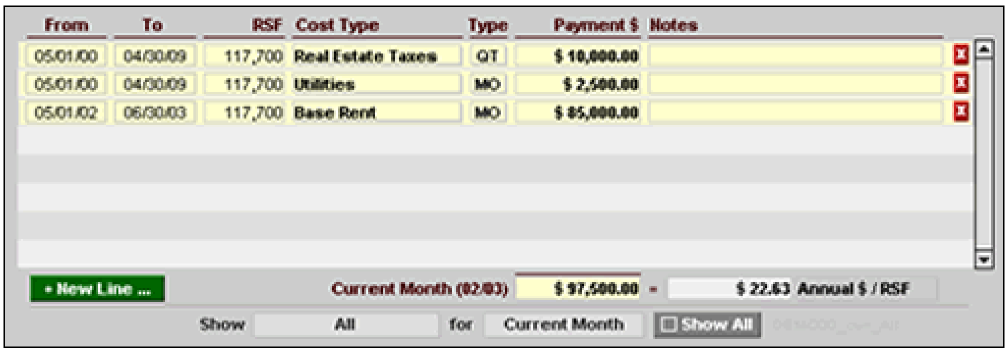
- **Site List** [button] – Goes to the Site List screen, providing access to the Sites database
- **Site Info** [button] – Goes to the Site Overview screen, displaying basic information for the site that the lease belongs to
- **Reports** [button] – Goes to the Menu of Reports screen
- **Print** [button] – Prints the Lease Abstract-Rent/Financial Structure report providing a summary of overall lease information, costs, and financials. This button first displays a dialog box for selecting whether to print all lease financials or just the financial data currently shown in the screen.
- **Exit** [button] – Ends the REportfolio session

- **Help** [button] – Goes to the Lease Help screen

Data Fields and Buttons

Use this part of the Lease Financial screen to view the lease that the payments and financial information belong to. It has these data fields and buttons:

- **Lease ID#** [read-only character field] – Lease ID
- [read-only character field] directly to the right of the **Lease ID#** field – Lease name
- **Site** [read-only character field] – Site name
- **RSF** [read-only character field] – Total RSF of the leased or owned property
- **Exp** [read-only character field] – Expiration date for the current lease term



Use this part of the Lease Financial screen to access a lease's costs and payments. It consists of a portal followed by some buttons and data fields.

The portal contains these data fields and buttons:

- **From** [read/write date field] – Beginning date of the period that the payment applies to
- **To** [read/write date field] – End date of the period that the payment applies to
- **RSF** [read/write character field] – The leased or owned property's RSF
- **Cost Type** [value list] – Cost type. Selections include "**Base Rent**", "**Insurance**", "**Operating Exp**", etc.
- **Type** [value list] – Period type of the cost. Selections are "**MO**" for monthly, "**QT**" for quarterly, "**SM**" for semi-monthly, "**AN**" for annually, and "**1X**" for a one time payment
- **Payment $** [read/write character field] – Amount of the cost payment
- **Notes** [read/write character field] – Any notes regarding the cost
- [delete button] – Deletes the lease cost

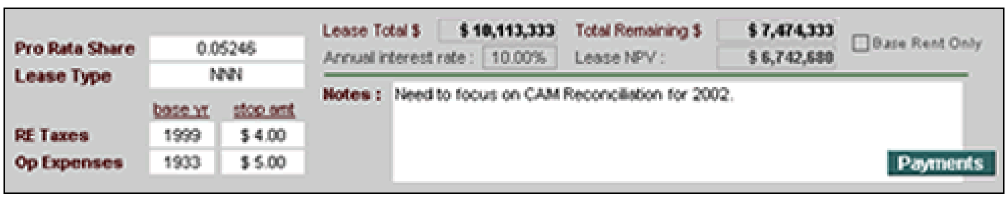
Once you delete a lease cost you cannot get it back (except by reentering the data or loading the last backup of the data). Be careful to make sure that you actually want to perform the deletion operation before you click the delete button.

The area below the portal contains these data fields and buttons:

- **New Line** [button] – Creates a new lease cost, and stands-by for data entry
- [read-only character field] to the right of the **New Line** button (this has the value "**Current Month (02/03)**" in the screen image) – Indicates whether the calculated character field that is directly to the right displays the total costs for either the current

month, the last month, the next month, or for all months. The value displayed in this field is determined by the **for** value list field that is on the line below.

- [calculated character field] under the portal column **Payment $** – Total of cost payments for either the current month, the last month, the next month, or for all months. The value displayed in this field is determined by the **for** value list field that is on the line below.
- [calculated character field and value list] under the portal column **Notes** – Depending on the value selected in the value list, displays:
  - Annual cost per RSF when the value list is set to "**Annual $ / RSF**"
  - Monthly cost per RSF when the value list is set to "**Monthly $ / RSF**"
  - Total annual cost when the value list is set to "**Total Annual $**"
- **Show** [value list] – The cost type for the costs and payments that are shown in the portal. In addition to "**All**", the selections in the value list are determined by the values entered into the **Cost Type** value list in the portal.
- **for** [value list] – Specifies whether all costs are shown in the portal, or just costs for the last month, the current month, the next month. The corresponding selections are "**All**", "**Last Month**", "**Current Month**", or "**Next Month**".
- **Show All** [checkbox and button] – Causes costs and payments for all cost types and all months to be shown in the portal.



Use this part of the Lease Financial screen to access various lease financial information. It has these data fields and buttons:

- **Pro Rata Share** [read/write character field] – The percentage of the site's building utilized by the leased or owned property
- **Lease Type** [value list] – The type of lease. Selections are "**Net**" for Net leases, "**Full Service**" for Full Service leases, "**Gross**" for Gross leases, and "**NNN**" for Triple-Net leases.
- **Lease Total $** [calculated character field] – Total cost of the leased or owned property
- **Total Remaining $** [calculated character field] – Total remaining unpaid costs for the leased or owned property
- **Annual interest rate** [read/write character field] – Annual interest rate that is used for the Net Present Value (NPV) calculation
- **Lease NPV** [calculated character field] – NPV for the lease or site location costs

Net Present Value (NPV) is an approach where the present value of cash inflow is subtracted from the present value of cash outflows. NPV compares the value of a dollar today versus the value of that same dollar in the future, after taking interest into account.

- **Base Rent Only** [checkbox] – Specifies that only base rent, and no other costs, will be used to calculate the values in the **Lease Total $**, **Total Remaining $**, and **Lease NPV** fields

- **RE Taxes** [read/write character field] under the header **base yr** – Base year for real estate taxes
- **Op Expenses** [read/write character field] under the header **base yr** – Base year for operating expenses
- **RE Taxes** [read/write character field] under the header **stop amt** – Stop amount for real estate taxes
- **Op Expenses** [read/write character field] under the header **stop amt** – Stop amount for operating expenses
- **Notes** [read/write character field] – Any notes regarding the financial information for the lease
- **Payments** [button] – Goes to the Payments History screen, showing overall lease payments history

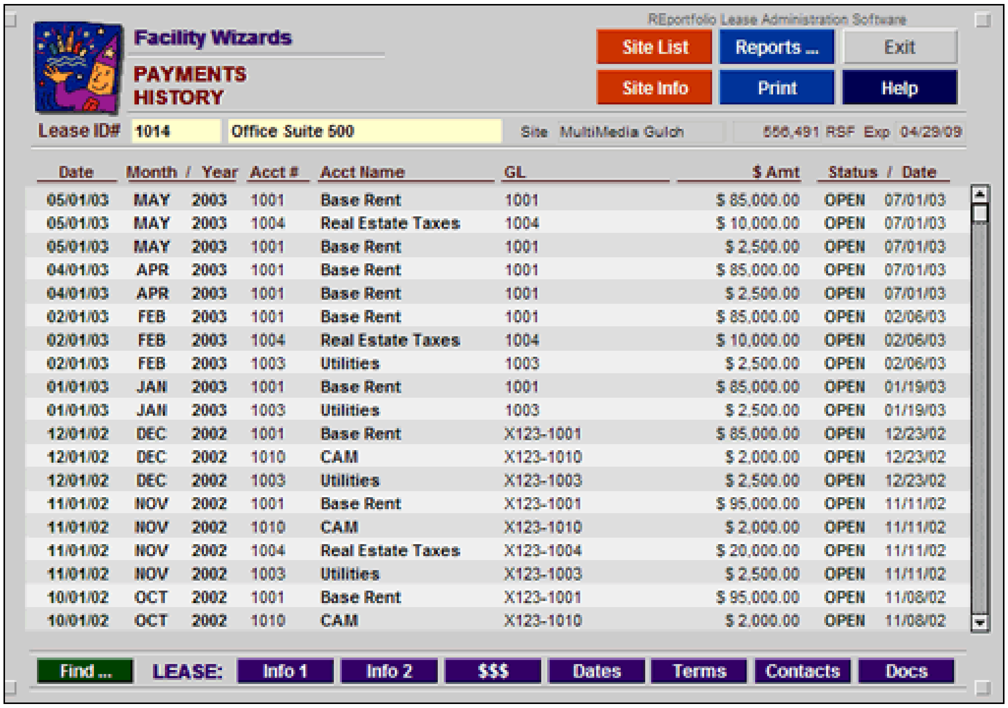
Bottom Menu

The Lease Financial screen's bottom menu contains these buttons:

- **Find** [button] – Switches into Find mode, allowing lease costs and payments to be found, or leases to be found based on lease costs and payments or lease financial data
- **Info 1** [button] – Goes to the Lease Information Part 1 screen
- **Info 2** [button] – Goes to the Lease Information Part 2 screen
- **Dates** [button] – Goes to the Lease Key Dates screen
- **Terms** [button] – Goes to the Lease Terms and Conditions screen
- **Contacts** [button] – Goes to the Lease Contacts screen
- **Docs** [button] – Goes to the Lease Documents screen

PAYMENTS HISTORY SCREEN

The Payments History screen lets you view the overall payments history for the lease. This screen presents your data using a detail display, with a large portal that displays a Lease Payment record for each lease payment. The Payments History screen also has a top menu and bottom menu.



Date	Month	Year	Acct #	Acct Name	GL	$ Amt	Status	Date
05/01/03	MAY	2003	1001	Base Rent	1001	$ 85,000.00	OPEN	07/01/03
05/01/03	MAY	2003	1004	Real Estate Taxes	1004	$ 10,000.00	OPEN	07/01/03
05/01/03	MAY	2003	1001	Base Rent	1001	$ 2,500.00	OPEN	07/01/03
04/01/03	APR	2003	1001	Base Rent	1001	$ 85,000.00	OPEN	07/01/03
04/01/03	APR	2003	1001	Base Rent	1001	$ 2,500.00	OPEN	07/01/03
02/01/03	FEB	2003	1001	Base Rent	1001	$ 85,000.00	OPEN	02/06/03
02/01/03	FEB	2003	1004	Real Estate Taxes	1004	$ 10,000.00	OPEN	02/06/03
02/01/03	FEB	2003	1003	Utilities	1003	$ 2,500.00	OPEN	02/06/03
01/01/03	JAN	2003	1001	Base Rent	1001	$ 85,000.00	OPEN	01/19/03
01/01/03	JAN	2003	1003	Utilities	1003	$ 2,500.00	OPEN	01/19/03
12/01/02	DEC	2002	1001	Base Rent	X123-1001	$ 85,000.00	OPEN	12/23/02
12/01/02	DEC	2002	1010	CAM	X123-1010	$ 2,000.00	OPEN	12/23/02
12/01/02	DEC	2002	1003	Utilities	X123-1003	$ 2,500.00	OPEN	12/23/02
11/01/02	NOV	2002	1001	Base Rent	X123-1001	$ 95,000.00	OPEN	11/11/02
11/01/02	NOV	2002	1010	CAM	X123-1010	$ 2,000.00	OPEN	11/11/02
11/01/02	NOV	2002	1004	Real Estate Taxes	X123-1004	$ 20,000.00	OPEN	11/11/02
11/01/02	NOV	2002	1003	Utilities	X123-1003	$ 2,500.00	OPEN	11/11/02
10/01/02	OCT	2002	1001	Base Rent	X123-1001	$ 95,000.00	OPEN	11/08/02
10/01/02	OCT	2002	1010	CAM	X123-1010	$ 2,000.00	OPEN	11/08/02

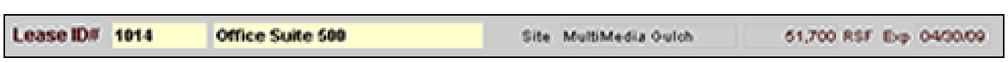
Payments History Screen

Top Menu

The Payments History screen's top menu contains these buttons:

- **Site List** [button] – Goes to the Site List screen, providing access to the Sites database
- **Site Info** [button] – Goes to the Site Overview screen, displaying information for the site that the lease belongs to
- **Reports** [button] – Goes to the Menu of Reports screen
- **Print** [button] – Prints a Payments report listing lease payments
- **Exit** [button] – Ends the REportfolio session
- **Help** [button] – Goes to the Lease Help screen

Data Fields and Buttons



Use this part of the Payments History screen to view basic information about a lease that the payments history belongs to. It has these data fields and buttons:

- **Lease ID#** [read-only character field] – Lease ID
- [read-only character field] directly to the right of the field **Lease ID#** – Lease name
- **Site** [read-only character field] – Site name
- **RSF** [read-only character field] – Total RSF of the leased or owned property
- **Exp** [read-only character field] – Expiration date for the current lease term

Date	Month	Year	Acct #	Acct Name	GL	$ Amt	Status	Date
05/01/03	MAY	2003	1001	Base Rent	1001	$ 85,000.00	OPEN	07/01/03
05/01/03	MAY	2003	1004	Real Estate Taxes	1004	$ 10,000.00	OPEN	07/01/03
05/01/03	MAY	2003	1001	Base Rent	1001	$ 2,500.00	OPEN	07/01/03
04/01/03	APR	2003	1001	Base Rent	1001	$ 85,000.00	OPEN	07/01/03
04/01/03	APR	2003	1001	Base Rent	1001	$ 2,500.00	OPEN	07/01/03
02/01/03	FEB	2003	1001	Base Rent	1001	$ 85,000.00	OPEN	02/06/03
02/01/03	FEB	2003	1004	Real Estate Taxes	1004	$ 10,000.00	OPEN	02/06/03
02/01/03	FEB	2003	1003	Utilities	1003	$ 2,500.00	OPEN	02/06/03
01/01/03	JAN	2003	1001	Base Rent	1001	$ 85,000.00	OPEN	01/19/03
01/01/03	JAN	2003	1003	Utilities	1003	$ 2,500.00	OPEN	01/19/03
12/01/02	DEC	2002	1001	Base Rent	X123-1001	$ 85,000.00	OPEN	12/23/02
12/01/02	DEC	2002	1010	CAM	X123-1010	$ 2,000.00	OPEN	12/23/02
12/01/02	DEC	2002	1003	Utilities	X123-1003	$ 2,500.00	OPEN	12/23/02
11/01/02	NOV	2002	1001	Base Rent	X123-1001	$ 95,000.00	OPEN	11/11/02
11/01/02	NOV	2002	1010	CAM	X123-1010	$ 2,000.00	OPEN	11/11/02
11/01/02	NOV	2002	1004	Real Estate Taxes	X123-1004	$ 20,000.00	OPEN	11/11/02
11/01/02	NOV	2002	1003	Utilities	X123-1003	$ 2,500.00	OPEN	11/11/02
10/01/02	OCT	2002	1001	Base Rent	X123-1001	$ 95,000.00	OPEN	11/08/02
10/01/02	OCT	2002	1010	CAM	X123-1010	$ 2,000.00	OPEN	11/08/02

This portal within the Payments History screen shows the individual lease payments. It has these data fields and buttons:

- **Date** [read-only date field] – Date when the payment is due
- **Month / Year** [read-only character field] – Payment month and year
- **Acct #** [read-only character field] – Cost account number for the payment
- **Acct Name** [read-only character field] – Cost account name for the payment
- **GL** [read-only character field] – General Ledger (GL) account number for the payment
- **$ Amt** [read-only character field] – Payment amount
- **Status** [read-only character field] – Payment status. The value with be either "**OPEN**" for planned but unpaid costs, or "**PAID**" for paid costs.
- **Date** [read-only date field] – The date when the payment is made

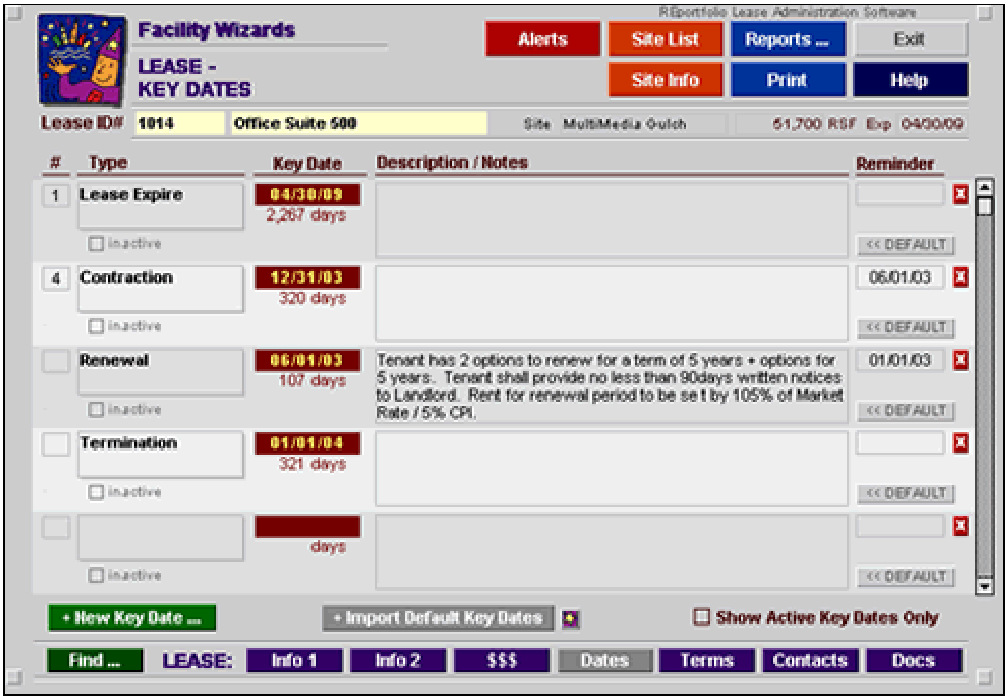
Bottom Menu

The Payments History screen's bottom menu contains these buttons:

- **Info 1** [button] – Goes to the Lease Information Part 1 screen
- **Info 2** [button] – Goes to the Lease Information Part 2 screen
- **$$$** [button] – Goes to the Lease Financial screen
- **Dates** [button] – Goes to the Lease Key Dates screen
- **Terms** [button] – Goes to the Lease Terms and Conditions screen
- **Contacts** [button] – Goes to the Lease Contacts screen
- **Docs** [button] – Goes to the Lease Documents screen

LEASE KEY DATES SCREEN

The Lease Key Dates screen lets you view, enter, and edit Lease Key Dates, which allow you to track important upcoming events for the lease. This screen presents your data using a detail display, with a large portal that displays a Lease Key Date record for each Lease Key Date. The Lease Key Dates screen also has a top menu and bottom menu.



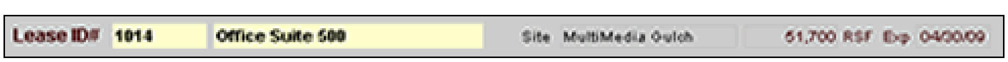
Lease Key Dates Screen

Top Menu

The Lease Key Dates screen's top menu contains these buttons:

- **Alerts** [button] – Generates Key Date Alerts for upcoming Site Reminders and Lease Key Dates, and goes to the Key Date Alerts screen, displaying the Key Date Alerts
- **Site List** [button] – Goes to the Site List screen, providing access to the Sites database
- **Site Info** [button] – Goes to the Site Overview screen, displaying core information for the site that the lease belongs to
- **Reports** [button] – Goes to the Menu of Reports screen
- **Print** [button] – Prints a Lease Abstract-Schedule of Lease Key Dates report, showing upcoming and missed Lease Key Dates
- **Exit** [button] – Ends the REportfolio session
- **Help** [button] – Goes to the Lease Help screen

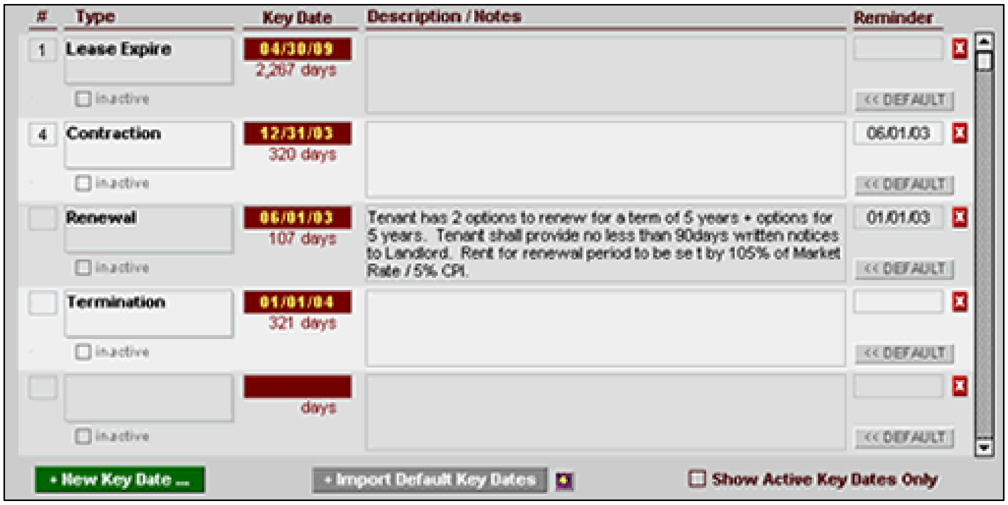
Data Fields and Buttons



Use this part of the Lease Key Dates screen to view the lease that the Lease Key Dates belong to. It has these data fields and buttons:

- **Lease ID#** [read-only character field] – Lease ID
- [read-only character field] directly to the right of the **Lease ID#** field – Lease name

- **Site** [read-only character field] – Site name
- **RSF** [read-only character field] – RSF of the leased or owned property
- **Exp** [read-only character field] – Expiration date for the current lease term



Use this part of the Lease Key Dates screen to access the Lease Key Dates. It consists of a portal followed by some buttons and a checkbox.

The portal contains these data fields and buttons:

- **#** [read/write character field] – An integer defining the sort order of the displayed Lease Key Dates. Entering integer values into this field causes the Lease Key Dates to be displayed in the designated order.
- **Type** [value list] – The Lease Key Date Type. Selections include "**Lease Expire**", "**Renewal**", "**Termination**", etc.

The Lease Key Date Types that can be selected in the **Type** value list are set using the Edit Term/KeyDate Text screen. This screen is described in Chapter 6 – Section 6.1 –Software Configuration and Preparation screens – EDIT TERM/KEYDATE TEXT SCREEN.

- **inactive** [checkbox] – Indicates that the Lease Key Date is Inactive. Active Lease Key Dates are those for which the **inactive** checkbox is not checked. Active Lease Key Dates indicate valid upcoming lease events; Inactive Lease Key Dates indicate events that either have been handled, or events that are no longer valid and for which action is no longer required. Active Lease Key Dates will appear as Key Date Alerts; Inactive Lease Key Dates do not appear as Key Date Alerts.
- **Key Date** [read/write date field] – Date of the Lease Key Date
- **days** [calculated character field] under the date field in the **Key Date** column – Number of days from the current date to the Lease Key Date
- **Description / Notes** [read/write character field] – Description of the Lease Key Date event
- **Reminder** [read/write date field] – For determining Key Date Alerts, overrides the date in the **Key Date** field,. That is, the 90 day timeframe that results in a Key Date Alert will be based on this date instead of the date in the **Key Date** field. The actual date for the Lease Key Date event is still considered to be the date in the **Key Date** field.

- **DEFAULT** [button] – Enters the default Lease Key Date text into the **Description / Notes** field. The default Lease Key Date text is defined using the Edit Term/KeyDate Text screen.
- [delete button] – Deletes the Lease Key Date

> Once you delete a Lease Key Date you cannot get it back (except by reentering the data or loading the last backup of the data). Be careful to make sure that you actually want to perform the deletion operation before you click the delete button.

The area below the portal contains these data fields and buttons:

- **New Key Date** [button] – Creates a new Lease Key Date, including setting the Lease Key Date Type, and stands-by for data entry
- **Import Default** Key Dates [button] – Creates a set of default Lease Key Dates. These are defined using the Edit Term/KeyDate Text screen.
- [action-hint button] next to the **Import Default Key Dates** button – Asks whether to edit the default Lease Key Dates. A "**Yes**" response goes to the Edit Term/KeyDate Text screen.

> The Edit Term/KeyDate Text screen is described in Chapter 6 – Section 6.1 – Software Configuration and Preparation screens – EDIT TERM/KEYDATE TEXT SCREEN.

- **Show Active Key Dates Only** [checkbox] – Causes only the Active Lease Key Dates to be displayed. Active Lease Key Dates are those for which the **inactive** checkbox is not checked.

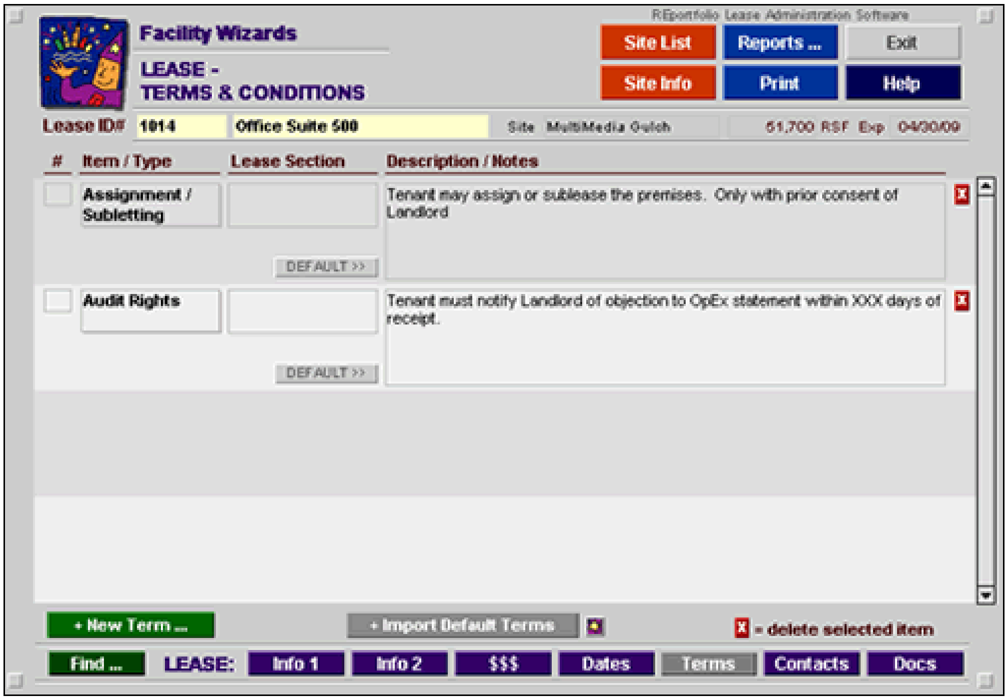
Bottom Menu

The Lease Key Dates screen's bottom menu contains these buttons:

- **Find** [button] – Switches into Find mode, allowing Lease Key Dates to be found
- **Info 1** [button] – Goes to the Lease Information Part 1 screen
- **Info 2** [button] – Goes to the Lease Information Part 2 screen
- **$$$** [button] – Goes to the Lease Financial screen
- **Terms** [button] – Goes to the Lease Terms and Conditions screen
- **Contacts** [button] – Goes to the Lease Contacts screen
- **Docs** [button] – Goes to the Lease Documents screen

LEASE TERMS AND CONDITIONS SCREEN

The Lease Terms and Conditions screen lets you view, enter, and edit Lease Terms and Conditions, which reflect the terms and conditions from your lease agreement. This screen presents your data using a detail display, with a large portal that displays a Lease Term and Condition record for each Lease Term and Condition. The Lease Terms and Conditions screen also has a top menu and bottom menu.



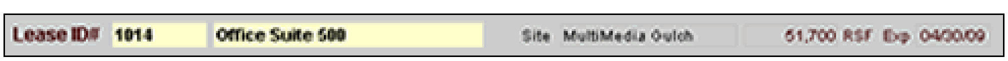
Lease Terms and Conditions Screen

Top Menu

The Lease Terms and Conditions screen's top menu contains these buttons:

- **Site List** [button] – Goes to the Site List screen, providing access to the Sites database
- **Site Info** [button] – Goes to the Site Overview screen, providing access to basic information for site that the lease belongs to
- **Reports** [button] – Goes to the Menu of Reports screen
- **Print** [button] – Prints a Lease Terms and Conditions report, listing the Lease Terms and Conditions
- **Exit** [button] – Ends the REportfolio session
- **Help** [button] – Goes to the Lease Help screen

Data Fields and Buttons



Use this part of the Lease Terms and Conditions screen to view the lease that the Lease Terms and Conditions belong to. It has these data fields and buttons:

- **Lease ID#** [read-only character field] – Lease ID
- [read-only character field] directly to the right of the **Lease ID#** field – Lease name
- **Site** [read-only character field] – Site name

- **RSF** [read-only character field] – Total RSF of the leased property
- **Exp** [read-only character field] – Expiration date for the current lease term

Use this part of the Lease Terms and Conditions screen to access the Lease Terms and Conditions. It consists of a portal followed by some buttons.

The portal contains these data fields and buttons:

- **#** [read/write character field] – An integer defining the sort order of the displayed Lease Term and Conditions. Entering integer values into this field causes the Lease Term and Conditions to be displayed in the designated order.
- **Item / Type** [value list] – The Lease Term and Condition Type. Selections include "**Assignment / Subletting**", "**Lease Expire**", etc.
- **Lease Section** [read/write character field] – The section number and header from the lease agreement, corresponding to the specific term and condition
- **DEFAULT** [button] – Enters the default Lease Term and Condition text into the **Description / Notes** field. The default Lease Term and Condition text is defined using the Edit Term/KeyDate Text screen.
- **Description / Notes** [read/write character field] – Description of, and/or notes pertaining to the specific Lease Term and Condition
- [delete button] – Deletes the Lease Term and Condition

Once you delete a Lease Term and Condition you cannot get it back (except by reentering the data or loading the last backup of the data). Be careful to make sure that you actually want to perform the deletion operation before you click the delete button.

The area below the portal contains these data fields and buttons:

- **New Item** [button] – Creates a new Lease Term and Condition, including setting the Lease Term and Condition Type, and stands-by for data entry
- **Import Default Terms** [button] – Creates a set of default Lease Terms and Conditions

Use the Edit Term/KeyDate Text screen to define the:

- Lease Term and Condition Types that are entered for new Lease Term and Conditions created using the **New Item** button
- Lease Term and Condition Types that are selected using the **Item / Type** value list
- Default Lease Term and Conditions that are created using the **Import Default Terms** button
- Default Lease Term and Condition text that can be loaded into the **Description / Notes** field using the **DEFAULT** button

The Edit Term/KeyDate Text screen is described in Chapter 6 – Section 6.1 – Software Configuration and Preparation screens – EDIT TERM/KEYDATE TEXT SCREEN.

- [action-hint button] next to the **Import Default Terms** button – Asks whether to edit the default Lease Terms and Conditions. A “**Yes**” response goes to the Edit Term/KeyDate Text screen.

Bottom Menu

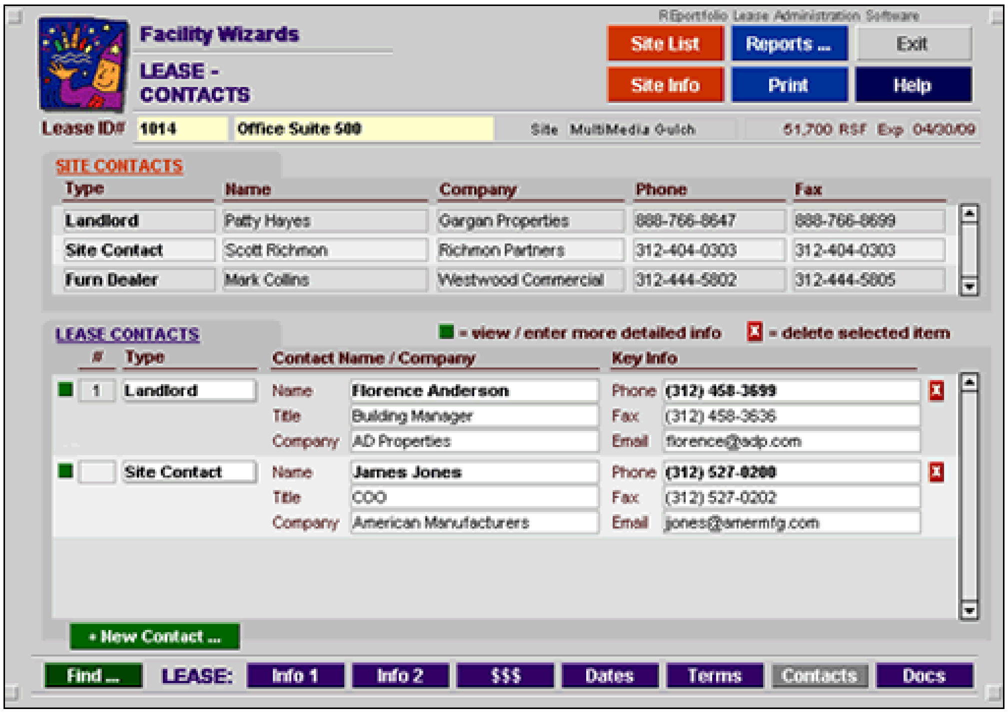
The Lease Terms and Conditions screen’s bottom menu contains these buttons:

- **Find** [button] – Switches into Find mode, allowing Lease Terms and Conditions to be found
- **Info 1** [button] – Goes to the Lease Information Part 1 screen
- **Info 2** [button] – Goes to the Lease Information Part 2 screen
- **$$$** [button] – Goes to the Lease Financial screen
- **Dates** [button] – Goes to the Lease Key Dates screen
- **Contacts** [button] – Goes to the Lease Contacts screen
- **Docs** [button] – Goes to the Lease Documents screen

LEASE CONTACTS SCREEN

The Lease Contacts screen lets you view, enter, and edit Lease Contacts, which are persons involved in any capacity with the leased or owned property. This screen also lets you view the Site Contacts for the site that the lease belongs to.

This screen presents your data using a detail display, with two portals that display a Contact record for each Site Contact and Lease Contact. The Lease Contacts screen also has a top menu and bottom menu.



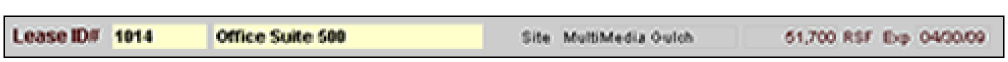
Lease Contacts Screen

Top Menu

The Lease Contacts screen's top menu contains these buttons:

- **Site List** [button] – Goes to the Site List screen, providing access to the Sites database
- **Site Info** [button] – Goes to the Site Overview screen, displaying basic information for the site that the lease belongs to
- **Reports** [button] – Goes to the Menu of Reports screen
- **Print** [button] – Prints a Contact List report listing the Lease Contacts
- **Exit** [button] – Ends the REportfolio session
- **Help** [button] – Goes to the Lease Help screen

Data Fields and Buttons



Use this part of the Lease Contacts screen to view the lease and site that the Lease Contacts and Site Contacts are related to. It has these data fields and buttons:

- **Lease ID#** [read-only character field] – Lease ID
- [read-only character field] directly to the right of the **Lease ID#** field – Lease name

- **Site** [read-only character field] – Site name
- **RSF** [read-only character field] – RSF of the leased or owned property
- **Exp** [read-only character field] – Expiration date for the current lease term

Use this portal to view Site Contacts for the site that the lease belongs to. It has these data fields and buttons:

- **Type** [read-only character field] – Site Contact type
- **Name** [read-only character field] – Site Contact name
- **Company** [read-only character field] – Site Contact's company
- **Phone** [read-only character field] – Site Contact phone number
- **Fax** [read-only character field] – Site Contact fax number

Use this screen area to access the Lease Contacts. It consists of a portal followed by a button.

The portal contains these data fields and buttons:

- [detail view button] – Goes to the Site Contact Information screen, allowing the details of a Lease Contact to be viewed and edited

> Use the Site Contact Information screen to view, enter, and edit both Site Contacts and Lease Contacts.

- **#** [read/write character field] – An integer defining the sort order of the displayed Lease Contacts. Entering integer values into this field causes the Lease Contacts to be displayed in the designated order.
- **Type** [value list] – Lease Contact type. Selections include "**Landlord**", "**Bldg Mgr**", etc.
- **Contact Name / Company-Name** [read/write character field] – Lease Contact name
- **Contact Name / Company-Title** [read/write character field] – Lease Contact's title
- **Contact Name / Company-Company** [read/write character field] – Lease Contact's company
- **Key Info-Phone** [read/write character field] – Lease Contact phone number

- **Key Info-Fax** [read/write character field] – Lease Contact fax number
- **Key Info-Email** [read/write character field] – Lease Contact email address
- [delete button] – Deletes the Lease Contact

> Once you delete a Lease Contact you cannot get it back (except by reentering the data or loading the last backup of the data). Be careful to make sure that you actually want to perform the deletion operation before you click the delete button.

This button is below the portal:

- **New Contact** [button] – Creates a new Lease Contact, and stands-by for data entry

Bottom Menu

The Lease Contacts screen's bottom menu contains these buttons:

- **Find** [button] – Switches into Find mode, allowing Lease Contacts to be found
- **Info 1** [button] – Goes to the Lease Information Part 1 screen
- **Info 2** [button] – Goes to the Lease Information Part 2 screen
- **$$$** [button] – Goes to the Lease Financial screen
- **Dates** [button] – Goes to the Lease Key Dates screen
- **Terms** [button] – Goes to the Lease Terms and Conditions screen
- **Docs** [button] – Goes to the Lease Documents screen

SITE CONTACT INFORMATION SCREEN

The Site Contact Information screen lets you view, enter, and edit an individual Site Contact or Lease Contact. This screen presents your data using a detail display, which contains a portal. The Site Contact Information screen also has a top menu.

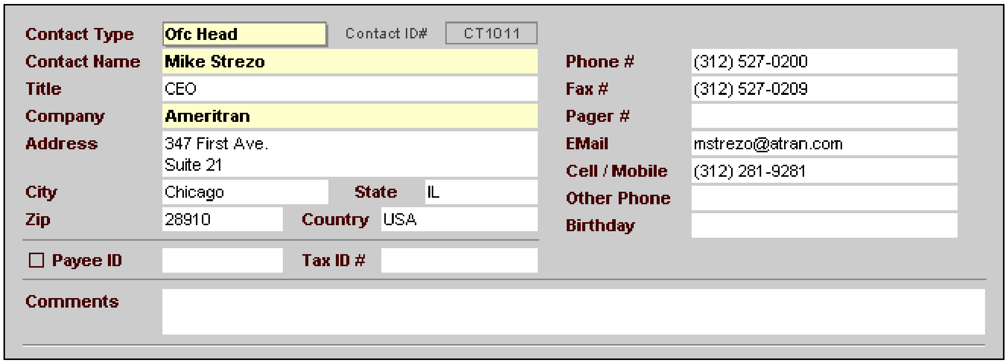
Site Contact Information Screen

Top Menu

The Site Contact Information screen's top menu contains these buttons:

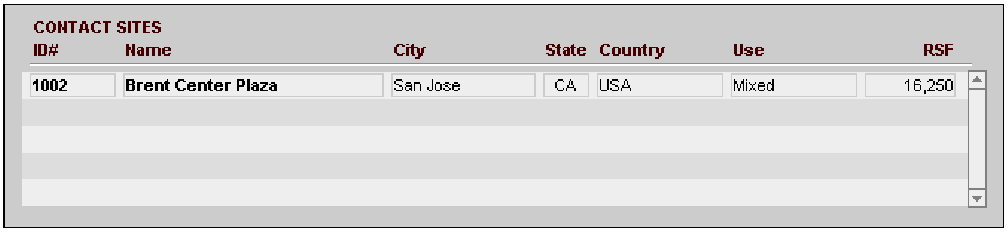
- **Back to Contacts** [button] – Goes back to the screen that was used to navigate to (this) Site Contact Information screen , which will either be the Site Contacts screen or the Lease Contacts screen
- **Print Contact Info** [button] – Prints a Contact Data Sheet report that contains the Site Contact or Lease Contact

Data Fields and Buttons



Use this part of the Site Contact Information screen to enter and view the detailed information for the contact. It contains these data fields and buttons:

- **Contact Type** [value list] – Contact type. Selections include "**Bldg Mgr**", "**Landlord**", etc.
- **Contact Name** [read/write character field] – Contact name
- **Title** [read/write character field] – Contact's title
- **Company** [read/write character field] – Contact's company
- **Address** [read/write character field] – Contact street address
- **City** [read/write character field] – Contact city
- **State** [read/write character field] – Contact state or province
- **Zip** [read/write character field] – Contact zip-code or postal code
- **Country** [read/write character field] – Contact country
- **Phone #** [read/write character field] – Contact phone number
- **Fax #** [read/write character field] – Contact fax number
- **Pager #** [read/write character field] – Contact pager number
- **EMail** [read/write character field] – Contact Email address
- **Cell / Mobile** [read/write character field] – Contact cell phone or car phone number
- **Other Phone** [read/write character field]– An additional, alternate phone number for the contact
- **Birthday** [read/write date field] – Contact's birthday
- **Payee ID** [read-only checkbox and read/write character field] – Identification number for the contact's organization, when the contact's organization is a payee for site and lease costs
- **Tax ID #** [read/write character field] – Tax identification number for the contact's organization
- **Comments** [read/write character field] – Any comments regarding the contact



Use this portal within the Site Contact Information screen to view the sites that the contact is involved with. It has these data fields:

- **ID#** [read-only character field] – Site ID
- **Name** [read-only character field] – Site name
- **City** [read-only character field] – Site city
- **State** [read-only character field] – Site state or province
- **Country** [read-only character field] – Site country
- **Use** [read-only character field] – Primary use of the site. Values include "**Office**", "**Garage**", "**Industrial**", etc.
- **RSF** [read-only character field] – Site RSF

Bottom Menu

The Site Contact Information screen's bottom menu contains this button:

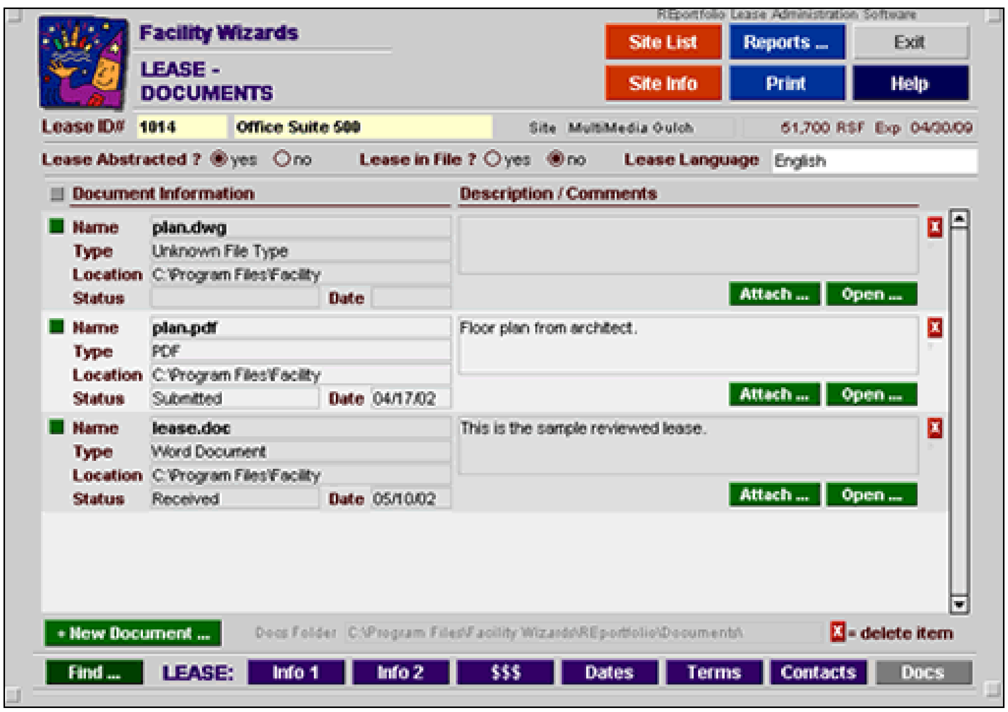
- **Find** [button] – Switches into Find mode, allowing Site Contacts and Lease Contacts to be found

LEASE DOCUMENTS SCREEN

The Lease Documents screen lets you attach, view, and change Lease Document files that are stored on your computer or computer network. Examples of files that are worthwhile to reference in REportfolio include your lease agreement, lease abstract, floor plan drawing files, spreadsheets, and so forth.

When an external file is attached within REportfolio, the actual files still exist outside of REportfolio, on your computer or computer network. We call these *references* to external files.

This screen presents your data using a detail display, with a large portal that displays a Lease Document record for each Lease Document. The Lease Document records contain the references to the external document files. The Lease Documents screen also has a top menu and bottom menu.



Lease Documents Screen

Top Menu

The Lease Documents screen's top menu contains these buttons:

- **Site List** [button] – Goes to the Site List screen, providing access to the Sites database
- **Site Info** [button] – Goes to the Site Overview screen, displaying core information for the site that the lease belongs to
- **Reports** [button] – Goes to the Menu of Reports screen
- **Print** [button] – Prints a Lease Documents report listing the document files attached to the lease
- **Exit** [button] – Ends the REportfolio session
- **Help** [button] – Goes to the Lease Help screen

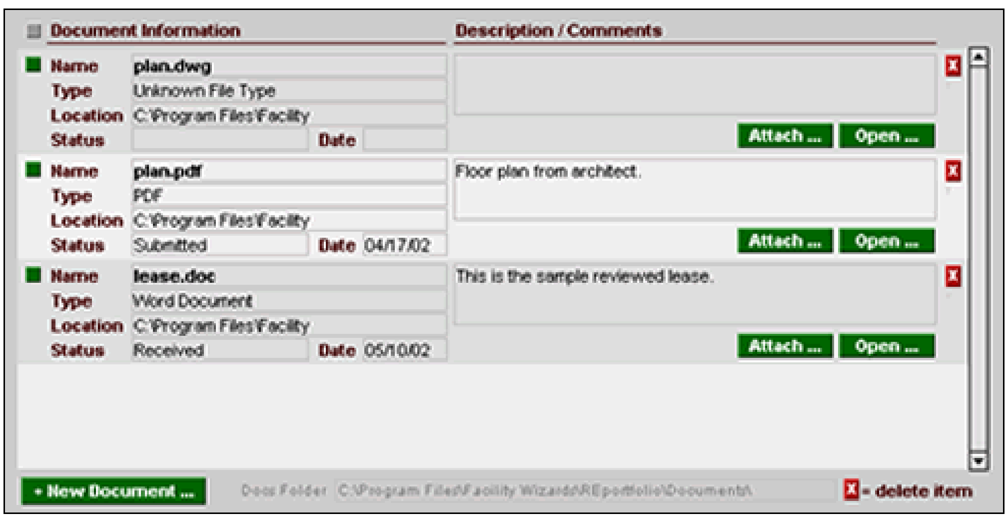
Data Fields and Buttons

Use this part of the Lease Documents screen to view the site and lease that the attached Lease Documents belong to. It has these data fields and buttons:

- **Lease ID#** [read-only character field] – Lease ID
- [read-only character field] directly to the right of the **Lease ID#** field – Lease name
- **Site** [read-only character field] – Site name
- **RSF** [read-only character field] – RSF of the leased or owned property
- **Exp** [read-only character field] – Expiration date for the current lease term

Use this part of the Lease Documents screen to enter and view information about the disposition of the lease agreement, which is one of the Lease Documents that is typically attached. It has these data fields and buttons:

- **Lease Abstracted ?-yes, no** [2 radio buttons] – Indicates whether the lease agreement has been abstracted
- **Lease in File ?-yes, no** [2 radio buttons] – Indicates that the lease agreement document is physically on file
- **Lease Language** [read/write character field] – Indicates the language that the lease agreement is written in



Use this part of the Lease Documents screen to access the Lease Document files. It consists of a portal followed by a button and a data field.

The portal contains these data fields and buttons:

- [detail view button] – Opens the attached file
- **Document Information-Name** [read/write character field] – Lease Document filename
- **Document Information-Type** [read/write character field] – Lease Document type, for example "**MS-Excel spreadsheet**", "**text file**", "**AutoCAD file**", etc.
- **Document Information-Location** [read/write character field] – Computer or computer network directory path where the attached file is located

- **Document Information-Status** [value list] – Lease Document status. Selections include "**draft**", "**in-progress**", "**released**" , etc.

> You build the **Document Information-Status** value list dynamically: When you first select this value list, the value list will be empty. So, instead of making your selection from the value list, you type-in your selection. From that point forward, the value that you had typed will show-up as a selection in the value list. If you want to add additional selections to the value list, you first type them in.

- **Document Information-Date** [read/write character field] – Date when the file was created, last edited, or was attached
- **Description / Comments** [read/write character field] – A description of, and/or any comments regarding the attached file
- **Attach** [button] – Attaches the external file within REportfolio
- **Open** [button] – Opens the attached file
- [delete button] – Deletes the Lease Document record, including the reference to the Lease Document. This does not delete the actual file that exists outside of REportfolio.

The area below the portal contains these data fields and buttons:

- **New Document** [button] – Creates a new Lease Document record, and stands-by for data entry
- **Docs Folder** [read-only character field] – Shows the computer or computer network directory where the attached files are stored. This directory is set using the Documents Setup screen.

> The Documents Setup screen is described in Chapter 6 – Section 6.1 – Software Configuration and Preparation screens – DOCUMENTS SETUP SCREEN

Bottom Menu

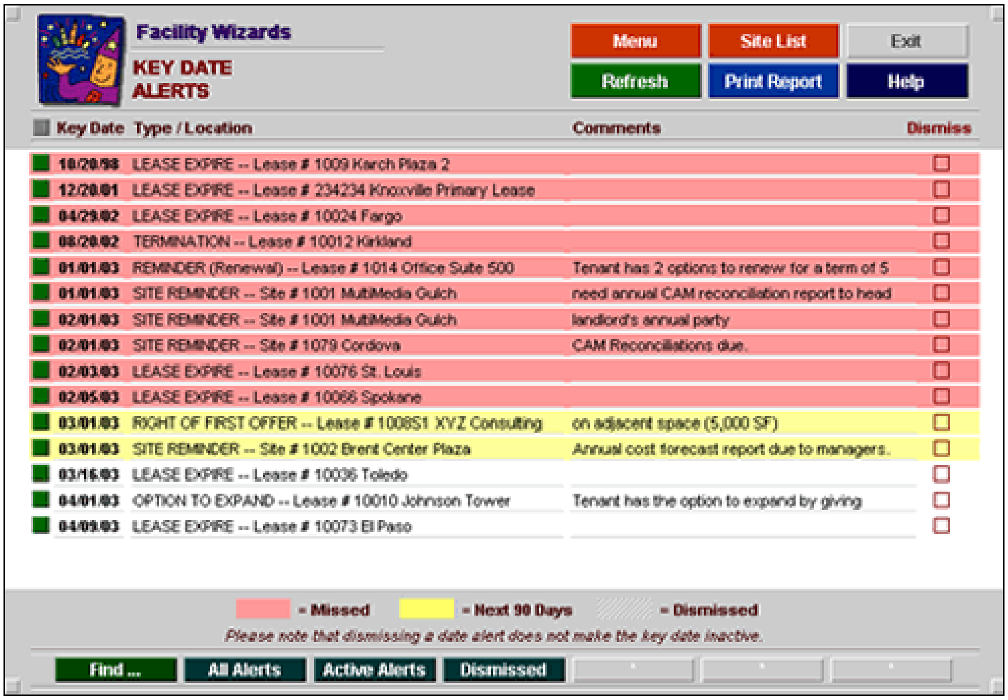
The Lease Documents screen's bottom menu contains these buttons:

- **Find** [button] – Switches into Find mode, allowing Lease Documents to be found
- **Info 1** [button] – Goes to the Lease Information Part 1 screen
- **Info 2** [button] – Goes to the Lease Information Part 2 screen
- **$$$** [button] – Goes to the Lease Financial screen
- **Dates** [button] – Goes to the Lease Key Dates screen
- **Terms** [button] – Goes to the Lease Terms and Conditions screen
- **Contacts** [button] – Goes to the Lease Contacts screen

KEY DATE ALERTS SCREEN

The Key Date Alerts screen displays Key Date Alerts that show upcoming Site Reminders and Lease Key Dates. Any missed Site Reminders and Lease Key Dates are also shown. The displayed Key Date Alerts can be dismissed when they are met or accomplished.

This screen presents your data using a list display, displaying a Key Date Alert record for each Key Date Alert. The Key Date Alerts screen also contains a top menu and bottom menu.



Key Date Alerts Screen

Top Menu

The Key Date Alerts screen's top menu contains these buttons:

- **Menu** [button] – Goes to the Main Menu screen
- **Refresh** [button] – Regenerates the Key Date Alerts for upcoming Site Reminders and Lease Key Dates
- **Site List** [button] – Goes to the Site List screen, providing access to the Sites database
- **Print Report** [button] – Prints a Key Date Alert report listing the Key Date Alerts
- **Exit** [button] – Ends the REportfolio session
- **Help** [button] – Goes to the Lease Help screen

Data Fields and Buttons

The main portion of the Key Date Alerts screen has these data fields and buttons:

- [detail view button] – Goes to the Site Reminders screen or Lease Key Dates screen, providing access to the details of the Key Date Alert
- **Key Date** [read/write date field] – Date of the Site Reminder or Lease Key Date
- **Type / Location** [read-only character field] – Key Date Alert type, and the affected site and lease
- **Comments** [read-only character field] – Additional comments about the Key Date Alert

- **Dismiss** [checkbox] – Indicates that a Key Date Alert is no longer of interest. This causes the Key Date Alert to be displayed using a crosshatch pattern.

Bottom Menu

The Key Date Alerts screen's bottom menu contains these buttons:

- **Find** [button] – Switches into Find mode, allowing Key Date Alerts to be found
- **All Alerts** [button] – Causes all generated Key Date Alerts to be displayed
- **Active Alerts** [button] – Causes only upcoming or missed (not dismissed) Key Date Alerts to be displayed
- **Dismissed** [button] – Causes only dismissed Key Date Alerts to be displayed

COST ACCOUNTS SCREEN

The Cost Accounts screen lets you view, enter, and edit the cost accounts that lease payments are logged against. This screen presents your data using a list display, displaying a Cost Account record for each cost account. The Cost Accounts screen also contains a top menu and bottom menu.

Cost Accounts Screen

Top Menu

The Cost Accounts screen's top menu contains these buttons:

- **Site List** [button] – Goes to the Site List screen, providing access to the Sites database
- **Menu** [button] – Goes to the Main Menu screen
- **New Item** [button] – Creates a new cost account, and stands-by for data entry
- **Print List** [button] – Prints a Lease Cost Account Codes report listing the cost accounts stored in REportfolio

Data Fields and Buttons

The main portion of the Cost Accounts screen has these data fields and buttons:

- **Acct #** [read/write character field] – Cost account number

- **Name** [read/write character field] – Cost account name
- **Cat** [value list] – Cost account category. Selections are "**EXP**" for Expense Accounts, "**CAP**" for Capital Accounts, and "**INC**" for Income Accounts
- **G/L #** [read/write character field] – General Ledger account number corresponding to the cost account
- **Comments** [read/write character field] – Any comments about the cost account
- **$$$** [checkbox] – Causes the value in the **Name** field to be a selection in the **Cost Types** value list in the Lease Financial screen
- **A/R** [checkbox] – Causes the value in the **Name** field to be a selection in the **Description** value list in the Lease Accounts Receivable Billing And Payments screen

You can only access the Lease Accounts Receivable Billing And Payments screen if REportfolio's Accounts Receivable Module is active. Contact Facility Wizards or your Facility Wizards Distributor for instructions to activate this module.

- [delete button] – Deletes the cost account

Bottom Menu

The Cost Accounts screen's bottom menu contains these buttons:

- **Find** [button] – Switches into Find mode, allowing cost accounts to be found
- **All Accts** [button] – Causes cost accounts for all cost account categories to be displayed
- **EXP Accts** [button] – Causes only Expense Accounts to be displayed
- **INC Accts** [button] – Causes only Income Accounts to be displayed
- **CAP Accts** [button] – Causes only Capital Accounts to be displayed

LEASE PAYMENTS SCREEN

The Lease Payments screen lets you view, enter, and edit individual payments for leased and owned properties. This screen presents your data using a list display, displaying a Lease Payment record for each payment. The Lease Payments screen also has a top menu and bottom menu.

Lease Payments Screen

Handling lease and site financial data using foreign currencies is enabled through REportfolio's FX option. If your organization has licensed the FX option, the Lease Payments screen will be affected when FX is activated. The changes to this screen are explained later in this chapter, in Section 4.3 – Handling Lease Financials Using Foreign Currencies.

Top Menu

The Lease Payments screen's top menu contains these buttons:

- **Menu** [button] – Goes to the Main Menu screen
- **New Line** [button] – Creates a new lease payment, and stands-by for data entry
- **Export** [button] – Exports the lease payment to an external file. Formats include Comma Separated Value (.csv) files, database Format (.dbf) files, and Extensible Markup Language (.xml) files.
- **Acct Report** [button] – Prints an Account report version of a Payments report, listing payments by cost account
- **Reports** [button] – Goes to the Menu of Reports screen
- **Lease Report** [button] – Prints a Lease report version of a Payments report, listing payments by site and lease location
- **Exit** [button] – Ends the REportfolio session

- **Help** [button] – Goes to the Lease Help screen

Data Fields and Buttons

The main portion of the Lease Payments screen has these data fields and buttons:

- **Date** [read/write date field] – Date when the payment is due
- **Month / Year** [read-only character field] – Payment month and year
- **Lease #** [read-only character field] – Lease ID for the lease that the payment applies to
- **Lease Name** [read-only character field] – Lease name for the lease that the payment applies to
- **Acct #** [read/write character field] – Payment cost account number
- **Acct** [read-only value list] – Payment cost account name
- **Cost Type** [read-only character field] – Account category. Values are "**EXP**" for Expense Accounts, "**CAP**" for Capital Accounts, and "**INC**" for Income Accounts
- **Amount** [read-only character field and read/write character field] – Payment amount
- **Status** [value list] – Payment status. The value with be either "**OPEN**" for committed or planned, but unpaid costs, or "**PAID**" for paid costs.
- **Date** [read/write date field] – Payment date
- [delete button] – Deletes the lease payment

> Once you delete a lease payment you cannot get it back (except by reentering the data or loading the last backup of the data). Be careful to make sure that you actually want to perform the deletion operation before you click the delete button.

Bottom Menu

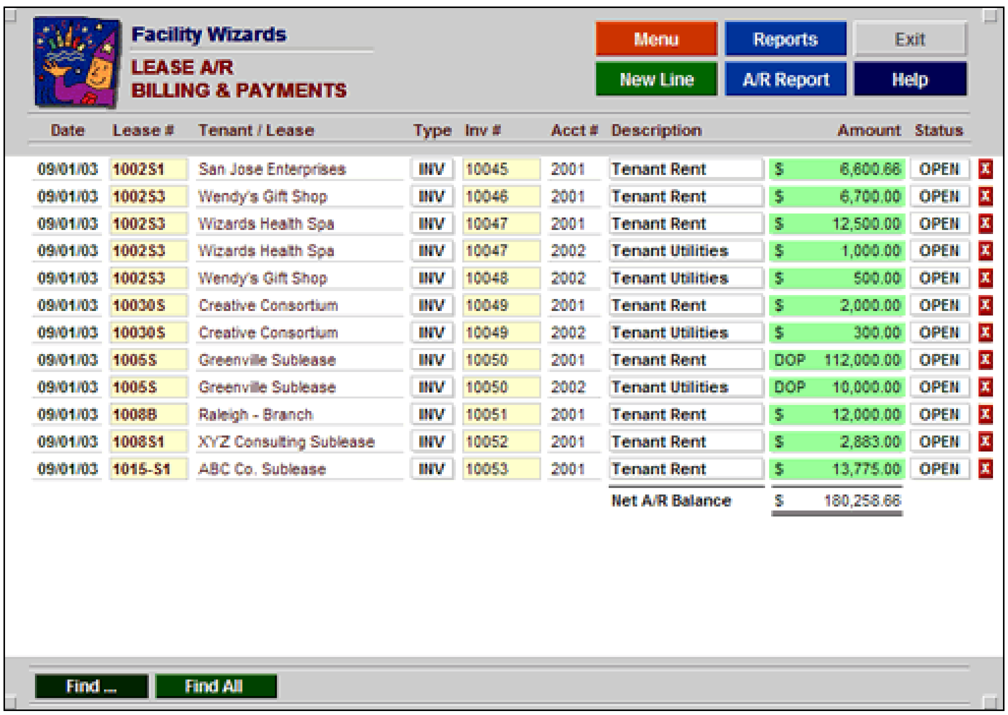
The Lease Payments screen's bottom menu contains these buttons:

- **Find** [button] – Switches into Find mode, allowing lease payments to be found
- **Find Month** [button] – Switches into Find mode, and locates lease payments belonging to the current month or to the previous month. First displays a dialog box for making this selection. This dialog box also displays help for finding lease payments belonging to months other then the current month or the previous month.

LEASE ACCOUNTS RECEIVABLE BILLING AND PAYMENTS SCREEN

The Lease Accounts Receivable Billing and Payments screen lets you enter and view income payments that result from subleasing of leased and owned properties. This screen presents your data using a list display, displaying an Accounts Receivable Payment record for each income payment. The Lease Accounts Receivable Billing and Payments screen also has a top menu and bottom menu.

You can only access the Lease Accounts Receivable Billing and Payments screen if REportfolio's Accounts Receivable Module is active. Contact Facility Wizards or your Facility Wizards Distributor for instructions to activate this module.



Date	Lease #	Tenant / Lease	Type	Inv #	Acct #	Description		Amount	Status
09/01/03	1002S1	San Jose Enterprises	INV	10045	2001	Tenant Rent	$	6,600.66	OPEN
09/01/03	1002S3	Wendy's Gift Shop	INV	10046	2001	Tenant Rent	$	6,700.00	OPEN
09/01/03	1002S3	Wizards Health Spa	INV	10047	2001	Tenant Rent	$	12,500.00	OPEN
09/01/03	1002S3	Wizards Health Spa	INV	10047	2002	Tenant Utilities	$	1,000.00	OPEN
09/01/03	1002S3	Wendy's Gift Shop	INV	10048	2002	Tenant Utilities	$	500.00	OPEN
09/01/03	10030S	Creative Consortium	INV	10049	2001	Tenant Rent	$	2,000.00	OPEN
09/01/03	10030S	Creative Consortium	INV	10049	2002	Tenant Utilities	$	300.00	OPEN
09/01/03	1005S	Greenville Sublease	INV	10050	2001	Tenant Rent	DOP	112,000.00	OPEN
09/01/03	1005S	Greenville Sublease	INV	10050	2002	Tenant Utilities	DOP	10,000.00	OPEN
09/01/03	1008B	Raleigh - Branch	INV	10051	2001	Tenant Rent	$	12,000.00	OPEN
09/01/03	1008S1	XYZ Consulting Sublease	INV	10052	2001	Tenant Rent	$	2,883.00	OPEN
09/01/03	1015-S1	ABC Co. Sublease	INV	10053	2001	Tenant Rent	$	13,775.00	OPEN
						Net A/R Balance	$	180,258.66	

Lease Accounts Receivable Billing And Payments Screen

Top Menu

The Lease Accounts Receivable Billing And Payments screen's top menu contains these buttons:

- **Menu** [button] – Goes to the Main Menu screen
- **New Line** [button] – Creates a new Accounts Receivable income payment, and stands-by for data entry
- **Reports** [button] – Goes to the Menu of Reports screen
- **A/R Report** [button] – Prints an Accounts Receivable report listing Accounts Receivable income payments
- **Exit** [button] – Ends the REportfolio session
- **Help** [button] – Goes to the Lease Help screen

Data Fields and Buttons

The main portion of the Lease Accounts Receivable Billing And Payments screen has these data fields and buttons:

- **Date** [read/write date field] – Date that the payment is scheduled and/or expected
- **Lease #** [read/write character field] – Lease ID for the leased property that is subleased, or for the owned property that is leased
- **Tenant / Lease** [read-only character field] – Lease name. This field is automatically set when a Lease ID is entered into the **Lease #** field.
- **Type** [value list] – Payment type. Selections are "**INV**" for invoiced payments, "**PMT**" for payments received without an invoice, and "**ADJ**" for follow-on adjusted payments.
- **Inv #** [read/write character field] – Invoice number for invoiced payments
- **Acct #** [read-only character field] – Payment cost account number. Based on the payment description selected for the **Description** field (described next), this field is automatically set using the appropriate value from the Cost Accounts database.
- **Description** [value list] – Cost account payment description, from the Cost Accounts database. The selections are the cost accounts indicated using the **A/R** checkbox in the Cost Accounts screen.
- **Amount** [read/write character field] – Income payment amount
- **Status** [value list] – Payment status. Selections are "**OPEN**" for payments that have not yet been received, "**PART**" for partially paid payments, and "**PAID**" for payments that have been received.
- **Net A/R Balance** [calculated character field] – Total of the Accounts Receivable payments
- [delete button] – Deletes the Accounts Receivable income payment

> Once you delete a Accounts Receivable income payment you cannot get it back (except by reentering the data or loading the last backup of the data). Be careful to make sure that you actually want to perform the deletion operation before you click the delete button.

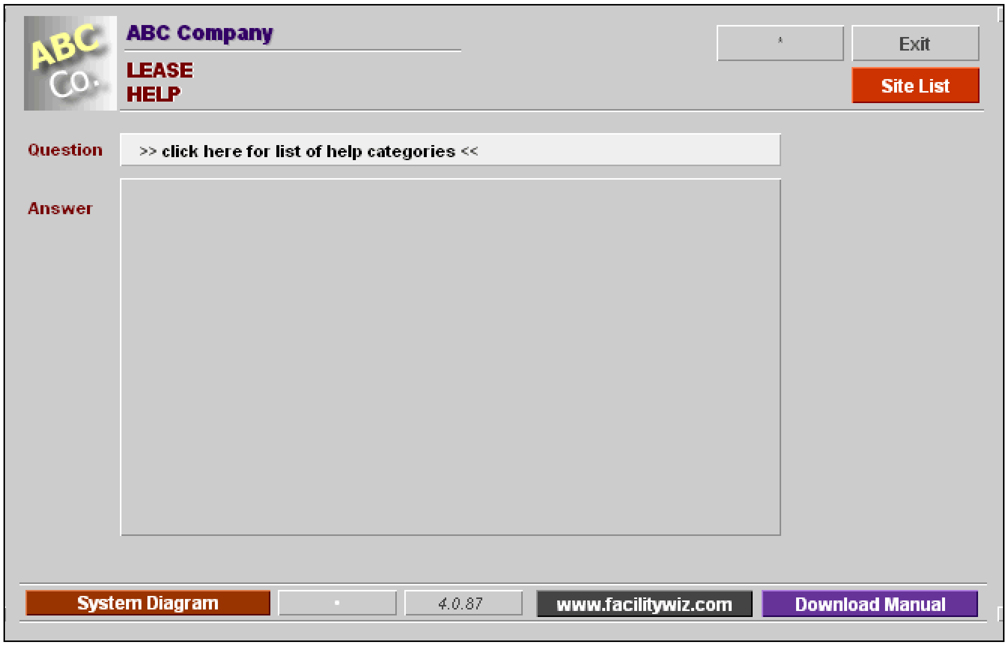
Bottom Menu

The Lease Accounts Receivable Billing And Payments screen's bottom menu contains these buttons:

- **Find** [button] – Switches into Find mode, allowing Accounts Receivable income payments to be found
- **Find All** [button] – Causes all Accounts Receivable income payments to be displayed

LEASE HELP SCREEN

The Lease Help screen gives you answers to common questions about using REportfolio. This is a detail display screen with a top menu and bottom menu.



Lease Help Screen

Top Menu

The Lease Help screen's top menu contains these buttons:

- **Exit** [button] – Ends the REportfolio session
- **Site List** [button] – Goes to the Site List screen, providing access to the Sites database

Data Fields and Buttons

The main portion of the Lease Help screen consists of two data fields:

1. A **Question** field, which is a value list, and
2. An **Answer** field, which behaves as both a read-only button-enabled character field and a read-only character field.

The **Question** field first provides a set of categories of questions. Upon selecting a category, the set of questions is displayed in the **Answer** field (the field that takes up most of the screen area). Next, when a specific question is selected, that question is displayed is the **Question** field, and the answer is displayed in the **Answer** field.

Bottom Menu

The Lease Help screen's bottom menu contains these buttons:

- **System Diagram** [button] – Displays a diagram showing the relationship between REportfolio's screens and menus
- **www.facilitywiz.com** [button] – Opens a browser window, and uses an Internet connection to go to Facility Wizard's website at http://www.facilitywiz.com/
- **Download Manual** [button] – Downloads this manual from Facility Wizard's FTP site

The set of numbers that are shown between the **System Diagram** button and the **www.facilitywiz.com** button is the version number of your REportfolio software system. (Although it kind of looks like one, this is not a button.)

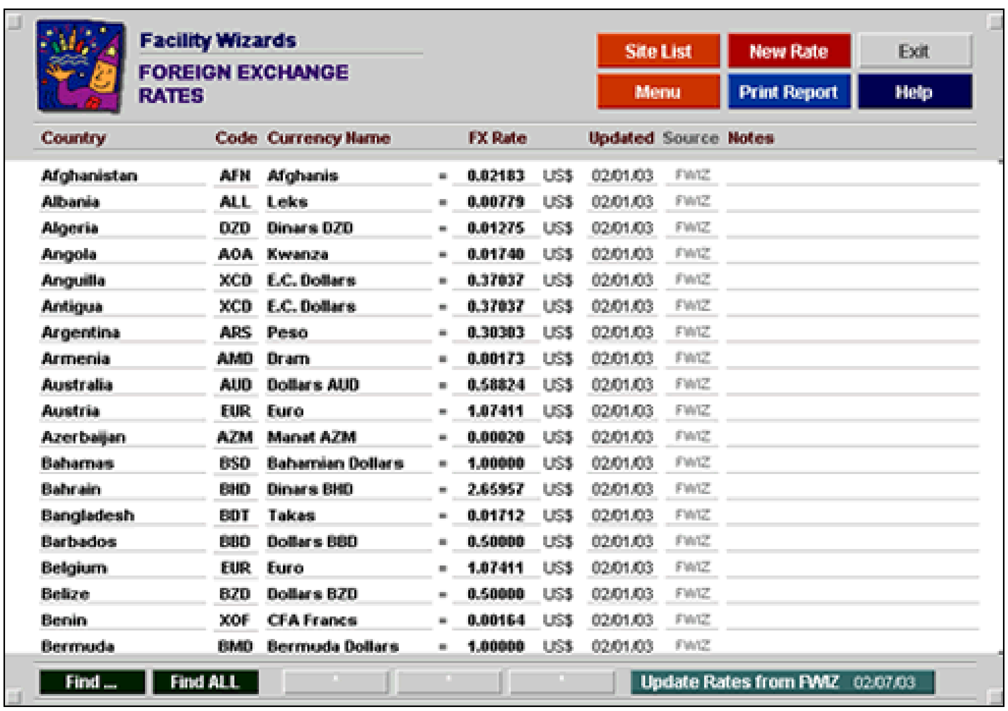
4.3 Handling Lease Financials Using Foreign Currencies

Handling lease financial information using foreign currencies is enabled through REportfolio's FX option, which your organization may have licensed. This section explains how to use REportfolio's FX option.

To use REportfolio's FX option, you first must setup any foreign currencies that you plan on using. This is done using the Foreign Exchange Rates screen:

FOREIGN EXCHANGE RATES SCREEN

The Foreign Exchange Rates screen lets you view, enter, and edit foreign currency exchange rates. You can use exchange rates to track lease costs and payments using foreign currencies. This screen presents your data using a list display, displaying a Currency record for each currency exchange rate. The Foreign Exchange Rates screen also has a top menu and bottom menu.



Country	Code	Currency Name		FX Rate		Updated	Source	Notes
Afghanistan	AFN	Afghanis	=	0.02183	US$	02/01/03	FWIZ	
Albania	ALL	Leks	=	0.00779	US$	02/01/03	FWIZ	
Algeria	DZD	Dinars DZD	=	0.01275	US$	02/01/03	FWIZ	
Angola	AOA	Kwanza	=	0.01740	US$	02/01/03	FWIZ	
Anguilla	XCD	E.C. Dollars	=	0.37037	US$	02/01/03	FWIZ	
Antigua	XCD	E.C. Dollars	=	0.37037	US$	02/01/03	FWIZ	
Argentina	ARS	Peso	=	0.30303	US$	02/01/03	FWIZ	
Armenia	AMD	Dram	=	0.00173	US$	02/01/03	FWIZ	
Australia	AUD	Dollars AUD	=	0.58824	US$	02/01/03	FWIZ	
Austria	EUR	Euro	=	1.07411	US$	02/01/03	FWIZ	
Azerbaijan	AZM	Manat AZM	=	0.00020	US$	02/01/03	FWIZ	
Bahamas	BSD	Bahamian Dollars	=	1.00000	US$	02/01/03	FWIZ	
Bahrain	BHD	Dinars BHD	=	2.65957	US$	02/01/03	FWIZ	
Bangladesh	BDT	Takas	=	0.01712	US$	02/01/03	FWIZ	
Barbados	BBD	Dollars BBD	=	0.50000	US$	02/01/03	FWIZ	
Belgium	EUR	Euro	=	1.07411	US$	02/01/03	FWIZ	
Belize	BZD	Dollars BZD	=	0.50000	US$	02/01/03	FWIZ	
Benin	XOF	CFA Francs	=	0.00164	US$	02/01/03	FWIZ	
Bermuda	BMD	Bermuda Dollars	=	1.00000	US$	02/01/03	FWIZ	

Foreign Exchange Rates Screen

Top Menu

The Foreign Exchange Rates screen's top menu contains these buttons:

- **Site List** [button] – Goes to the Site List screen, providing access to the Sites database
- **Menu** [button] – Goes back to the Main Menu screen
- **New Rate** [button] – Creates a new currency exchange rate, and stands-by for data entry

- **Print Report** [button] – Prints a Currencies report showing the currencies and exchange rates
- **Exit** [button] – Ends the REportfolio session
- **Help** [button] – Goes to the Lease Help screen

Data Fields and Buttons

The main portion of the Foreign Exchange Rates screen has these data fields and buttons:

- **Country** [read/write character field] – Currency country
- **Code** [read/write character field] – Unique three letter currency code
- **Currency Name** [read/write character field] – Currency name, which is typically the country name
- **FX Rate** [read/write character field] – Exchange rate per U.S. dollar
- **Updated** [read/write date field] – Date the currency exchange rate was last updated
- **Source** [read/write character field] – Source of the exchange rates
- **Notes** [read/write character field] – Any notes about the currency and its exchange rate

Bottom Menu

The Foreign Exchange Rates screen's bottom menu contains these buttons:

- **Find** [button] – Switches into Find mode, allowing currency exchange rates to be found
- **Find ALL** [button] – Causes all currency exchange rates to be displayed
- **Update Rates from FWIZ** [button and read-only date field] – Updates the Currencies database with data obtained from Facility Wizards. To accomplish this, the file FXRATES.FP5 is first downloaded from Facility Wizard's FTP site (ftp://ftp.fwiz.com/). Then, this button is clicked, executing the function to update the database.

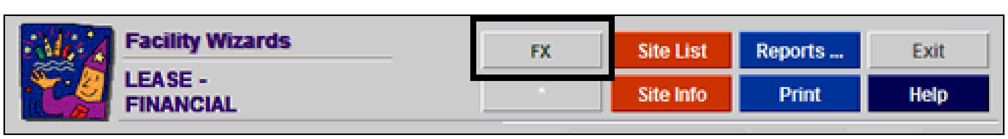
Once your foreign currencies are set-up using the Foreign Exchange Rates screen, you will then be able to use the following screens to enter, view, and edit the lease financial data using the foreign currencies:

- The Lease Financial screen is where REportfolio's FX option is activated. Once FX is active, this screen displays lease costs in both foreign currency amounts and equivalent U.S. Dollar amounts
- When FX is active, the Lease Information Part 2 screen lets you access certain financial data using both foreign currencies and equivalent U.S. Dollars
- The Lease Payments screen displays lease payments that were entered in foreign currencies using FX

Let's go-over the specific changes to these screens when you use REportfolio's FX feature to enter financial data using foreign currencies:

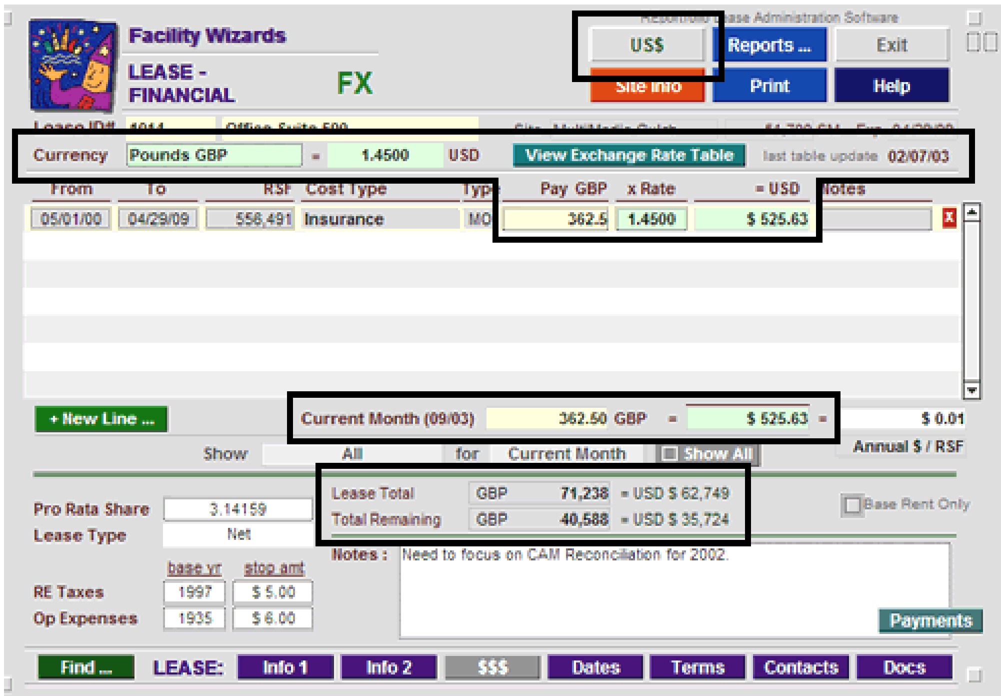
LEASE FINANCIAL SCREEN

When the FX feature is inactive, the Lease Financial screen's top menu contains a FX button. Click this button to activate the FX feature:



FX Button in the Lease Financial Screen's Top Menu

Once the FX feature is activated, the Lease Financial screen changes to include additional data fields and buttons that support the foreign currency and its conversion to U.S. Dollars:



FX Foreign Currency Handling Data Fields and Buttons in the Lease Financial Screen

The additional buttons and data fields in this screen that support foreign currencies are:

- **US$** [button] in the top menu – Deactivates FX mode, causing the screen to revert back to its original set of buttons and data fields that support only U.S. currency
- **Currency** [value list and read-only character field] – Foreign currency and its exchange rate amount
- **View Exchange Rate Table** [button] – Goes to the Foreign Exchange Rates screen
- **last table update** [read-only date field] – The date in which the Currencies database was last updated (using the Foreign Exchange Rates screen)
- [read-only character field] directly to the right of the portal's **Pay** column header (has the value "**GBP**" in the screen image) – Currency code for the foreign currency (this is the same currency that was set using the **Currency** value list)
- **Pay** [read/write character field] portal column – Amount of the lease cost, in the foreign currency
- **x Rate** [read/write character field] portal column – Foreign currency exchange rate
- **= USD** [calculated character field] portal column – Equivalent amount of the lease cost, in U.S. Dollars
- [calculated character field and read-only character field] directly below the portal's **Pay** and **x Rate** columns (has the value "**362.50 GBP**" in the screen image) – Total of the lease costs in the Foreign currency, for either the current month, the last month, the next month, or for all months
- [calculated character field] directly below the portal's **= USD** column (has the value "**$525.63 GBP**" in the screen image) – Total of the lease costs in U.S. Dollars, for either the current month, the last month, the next month, or for all months

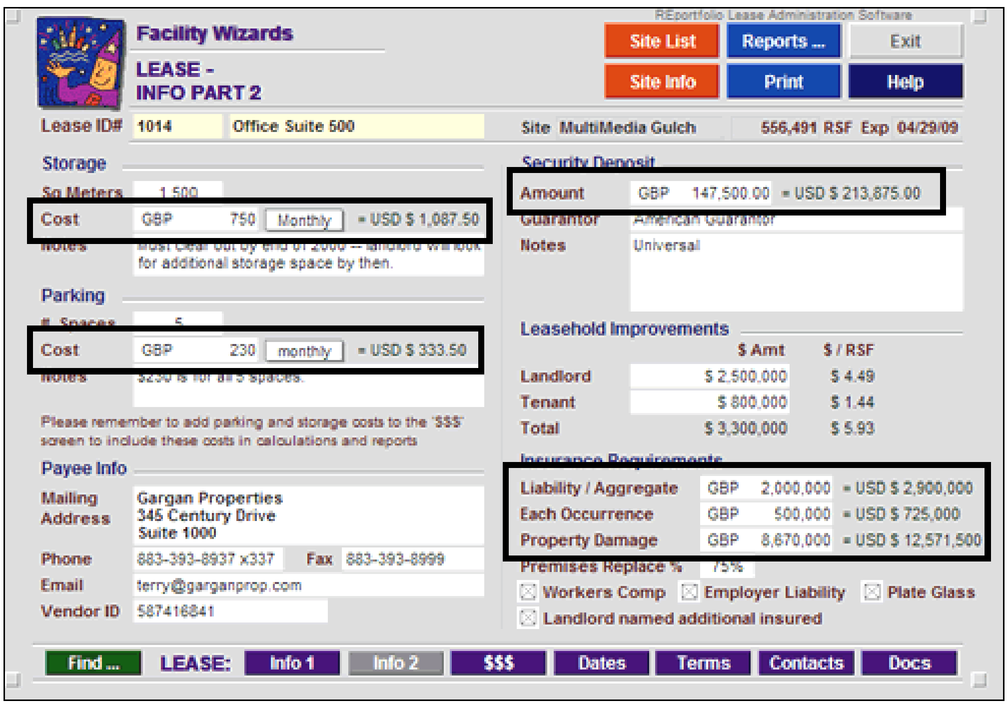
- **Lease Total** [read-only character field and 2 calculated character fields] – Total of the lease payments over the lease's term, showing the amount in both the foreign currency and in equivalent U.S. Dollars
- **Total Remaining** [read-only character field and 2 calculated character fields] – Total remaining unpaid lease costs, showing the amount in both the foreign currency and in equivalent U.S. Dollars

LEASE INFORMATION PART 2 SCREEN

When FX is active, the Lease Information Part 2 screen also displays additional data fields. These data fields let you view, enter, and edit the following lease cost data using foreign currencies:

- Parking costs
- Security deposits
- Insurance requirements

All of these items are displayed in both foreign currency amounts and in equivalent U.S. Dollar amounts:



FX Foreign Currency Handling in the Lease Information Part 2 Screen

LEASE PAYMENTS SCREEN

Lease payments that are entered using foreign currencies will be displayed in the Lease Payments screen in those same foreign currency amounts. The specific foreign currencies are shown in the **Amount** field, using the currency code that was previously set using the Foreign Exchange Rates screen:

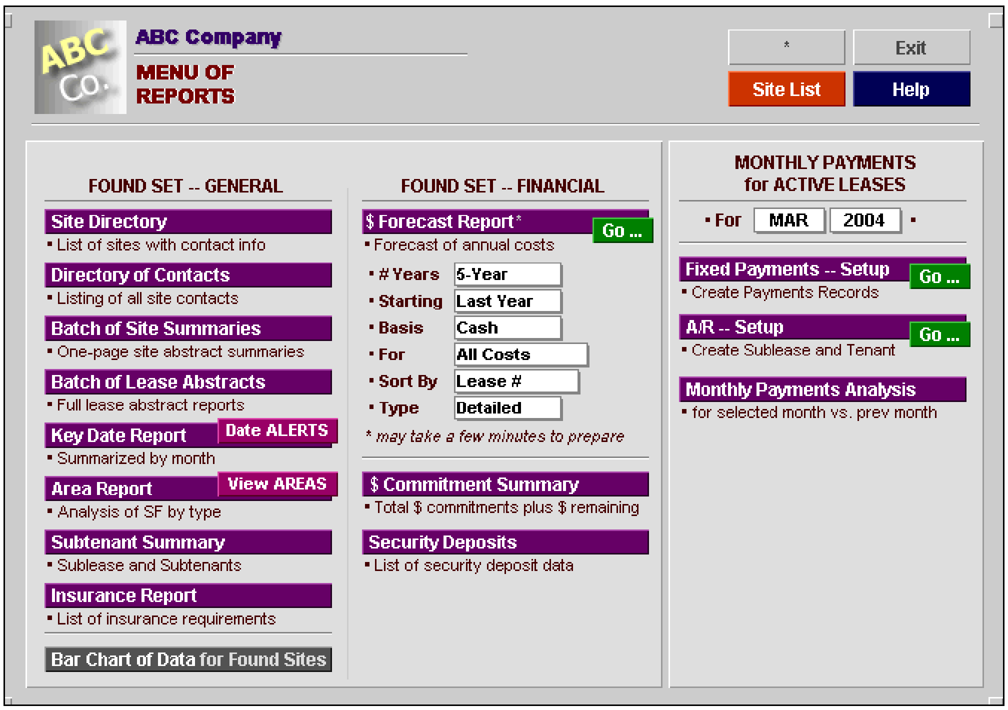
Foreign Currency Handling Elements of the Lease Payments Screen

Chapter 5 REportfolio Reports

You will use REportfolio's reports to print information from your REportfolio software. You will use these reports to view the status and summaries of site and lease information stored in REportfolio.

MENU OF REPORTS SCREEN

The Menu of Reports screen lets you create and print many of REportfolio's reports. This screen consists of the *reports menu* itself, and a top menu.



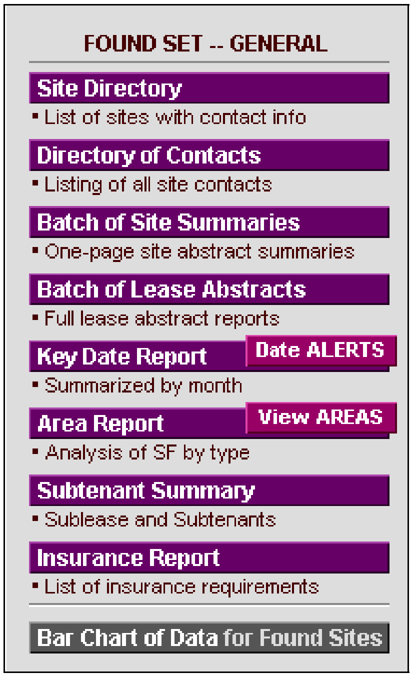
Menu of Reports Screen

Top Menu

The Menu of Reports screen's top menu contains these buttons:

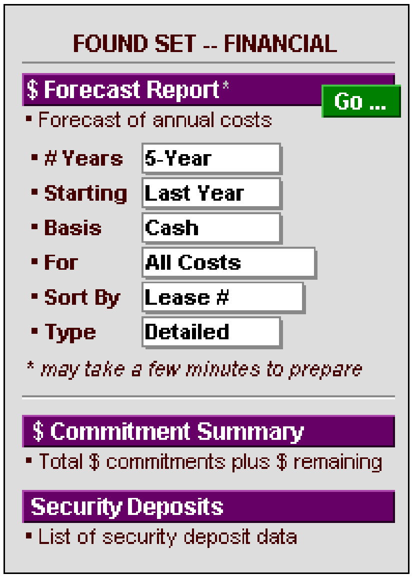
- **Site List** [button] – Goes to the Site List screen, providing access to the Sites database
- **Exit** [button] – Ends the REportfolio session
- **Help** [button] – Goes to the Lease Help screen

Data Fields and Buttons



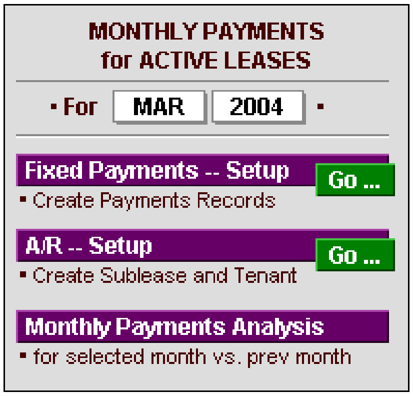
Use this portion of the Menu of Reports screen to create and print general REportfolio reports, as well as to perform a couple of other related functions. It has these data fields and buttons:

- **Site Directory** [button] – Creates and prints a Site Directory report
- **Directory of Contacts** [button] – Creates and prints a Directory of Contacts report
- **Batch of Site Summaries** [button] – Creates and prints a Site Summary report
- **Batch of Lease Abstracts** [button] – Creates and prints a Lease Abstract Summary report
- **Key Date Report** [button] – Creates and prints a Key Date report
- **Date ALERTS** [button] – Generates Key Date Alerts for upcoming Site Reminders and Lease Key Dates, and goes to the Key Date Alerts screen to display the Key Date Alerts
- **Area Report** [button] – Creates and prints an Area report
- **View AREAS** [button] – Assembles USF and RSF values for the leases and sites, and goes to the Lease Area Breakdown screen to display this information
- **Subtenant Summary** [button] – Creates and prints a Subtenant Summary report
- **Insurance Report** [button] – Creates and prints an Insurance report
- **Bar Chart of Data for Found Sites** [button] – Creates and prints a Bar Chart report



Use this portion of the Menu of Reports screen to create and print REportfolio's financial reports. It has these data fields and buttons:

- **$ Forecast Report** [button] – Creates and prints a Dollar Forecast report. The inputs to this report are set using the following data fields, which are under this button:
  - **# Years** [value list] – Period for the report, in number of years. Selections are "**5-Year**" and "**10-Year**".
  - **Starting** [value list] – Starting year for the report. Selections are "**Last Year**", "**This Year**", and "**Next Year**".
  - **Basis** [value list] – Financial basis of the report. Selections are "**Cash**" and "**Accrual**".
  - **For** [value list] – Financial input to the report. Selections are "**All Costs**", "**Base Rent Only**", "**Subleases**".
  - **Sort By** [value list] – How the report will be sorted. Selections are "**Lease #**", "**Lease Name**", "**Region**", "**State**", and "**Country**".
  - **Type** [value list] – The type of report to be created and printed. Selections are "**Detailed**" and "**Summary**".
  - **Go** [button] – Creates and prints the Dollar Forecast report. This button provides the same function as the **$ Forecast Report for Found Sites** button.
- **$ Commitment Summary** [button] – Creates and prints a Dollar Commitment Summary report
- **Security Deposits** [button] – Creates and prints a Security Deposits report



Use this portion of the Menu of Reports screen to create and print reports involving lease payments. It has these data fields and buttons:

- **Go** [button] adjacent to the label **Fixed Payments – Setup** – Goes to the Lease Payments screen, where two versions of the Payments report can be printed:
  - An Account report, listing payments by cost account
  - A Lease report, listing payments by site and lease location

  The Lease Payments screen was described in Chapter 4 – Section 4.2 – REportfolio screens in Detail; the Payments reports are described below.
- **Go** [button] adjacent to the label **A/R – Setup** – Goes to the Lease Accounts Receivable Billing And Payments screen, where the Accounts Receivable report can be printed. The Lease Accounts Receivable Billing And Payments screen was described in Chapter 4 – Section 4.2 – REportfolio screens in Detail; the Accounts Receivable report is described below.

> You can only access the Lease Accounts Receivable Billing And Payments screen if REportfolio's Accounts Receivable Module is active. Contact Facility Wizards or your Facility Wizards Distributor for instructions to activate this module.

- **Monthly Payments Analysis** [button] – Creates and prints a Monthly Payments Analysis report

The Menu of Reports screen does not have a bottom menu.

> The following reports are not accessed through the Menu of Reports screen. Instead, you print each of these reports by selecting a Top Menu button on REportfolio's screens:
>
> - The Site List report is printed using the **Print List** button in the Top Menu of the Site List screen
> - The Site Images report is printed using the **Print** button in the Top Menu of the Site Property Information screen and the Site Property Information Enlarged Image screen
> - The Contact List report is printed using the **Print** button in the Top Menu of the Site Contacts screen
> - The Site Reminders report is printed using the **Print** button in the Top Menu of the Site Reminders screen

- The Transaction Log report is printed using the **Print** button in the Top Menu of the Transaction Details screen
- The Lease Abstract-Rent/Financial Structure report is printed using the **Print** button in the Top Menu of the Lease Financial screen
- The Lease Terms and Conditions report is printed using the **Print** button in the Top Menu of the Lease Terms and Conditions screen
- The Contact List report is printed using the **Print** button in the Top Menu of the Lease Contacts screen
- The Contact Data Sheet report is printed using the **Print Contact Info** button in the Top Menu of the Site Contact Information screen
- The Lease Documents report is printed using the **Print** button in the Top Menu of the Lease Documents screen
- The Key Date Alert report is printed using the **Print Report** button in the Top Menu of the Key Date Alerts screen
- The Lease Cost Account Codes report is printed using the **Print List** button in the Top Menu of the Cost Accounts screen
- The Currencies report is printed using the **Print Report** button in the Top Menu of the Foreign Exchange Rates screen

Most of these screens were covered in Chapter 4 – Section 4.2 – REportfolio Screens in Detail; the Foreign Exchange Rates screen was covered in Chapter 4 – Section 4.3 – Handling Lease Financials Using Foreign Currencies.

5.1 Site Directory Report

The Site Directory report prints a list of your sites, including site addresses.

REportfolio Lease Administration Software
SITE DIRECTORY

Site # / Name		Address	City	State	Zip	Region
1001	MultiMedia Gulch	65 Idora Street	San Francisco	CA	94105	Eastern
1002	Brent Center Plaza	123 Serra Monte	San Jose	CA	60606-1212	Eastern
1003	Kirkland	5500 Green Street	Kirkland (Seattle)	WA		Pacific
1004	Indianapolis HQ	2 Hoosier Way	Indianapolis	IN		Midwest
1005	Columbia Center	6801 Huron River Drive	Columbia	MD		Eastern
1006	Johnson Tower	1102 Hasper Drive	Myrtle Beach	SC		Southeast
1007	Karch Plaza	3641 Larchmont	Ann Arbor	MI	48105	Midwest
1008	Raleigh - Branch	5807 Chevy Chase Park	Raleigh	NC	12345-6789	Southeast
1009	Betancourt Court	2100 Agatite	Bandon	OR		Pacific
1010	Niemi Point II	500 Pittsburgh Avenue	Berlin	PA	Niemi	Eastern

Site Directory Report

To create and print this report, select the **Site Directory** button on the Menu of Reports screen.

5.2 Directory of Contacts Report

The Directory of Contacts report prints a list of Site Contacts and Lease Contacts, including contact information.

REportfolio Lease Administration Software
CONTACT LIST
July 01, 2(

Type	Contact Name / Title / Company	Contact Info	
Site #1001 : MultiMedia Gulch San Francisco, CA USA			
Bldg Mgr	Mark Niemi		
Attorney	Dewey Cheatem and Howe		
Ofc Head	Patty Hayes Property Manager Gargan Properties	phone : fax : email :	888-766-8647 888-766-8699 dave@facilitywiz.com
Ofc Head	Florence Anderson Building Manager AD Properties	phone : fax : pager : cellular : secretary : email :	(312) 458-3699 (312) 458-3636 (312) 421-3699 (312) 458-3601 (773) 669-2363 florence@adp.com
Site Contact	Scott Richmon Vice President Richmon Partners	phone : fax : pager : cellular : direct # : email :	312-404-0303 312-404-0303 page num 555-1234 555-1212 scott_k@facilitywiz.com

Directory of Contacts Report

To create and print this report, select the **Directory of Contacts** button on the Menu of Reports screen.

5.3 Site Summary Report

The Site Summary report prints summary information for your sites, including site names, uses, addresses, statuses, building information, whether the sites contain leased and/or owned properties, and upcoming Lease Key Dates.

REportfolio Lease Administration Software
SITE SUMMARY July 01,

Site #	1001	Type	LSE
Site Name	MultiMedia Gulch	Primary Use	Office
Address	65 Idora Street	Status	Active

City	San Francisco
State / Prov	CA
Zip Code	94105
County	San Francisco
Country	USA
Region	Eastern

Upcoming Key Dates

Date	Type/Lease
12/31/03	Contraction / Office Suite 500

Notes

All around great building.

Building Info

Building Name	Idora Plaza
Year Built	1985 # Stories 18
Bldg SQFT	890,000
Type	Steel Curtainwall
HVAC	VAV
Security	24-hour guard / desk
Sprinklers	◉ yes ○ no ○ unknown
ADA	◉ yes ○ no ○ unknown
ADA Notes	Fully compliant.

Site Summary Report

To create and print this report, select the **Batch of Site Summaries** button on the Menu of Reports screen. You can also print this report using the **Print** Top Menu button on the Site Overview screen, Site Property Information screen, and Site Property Information Enlarged Image screen.

5.4 Lease Abstract Summary Report

The Lease Abstract Summary report prints a summary of information belonging to lease abstracts, including leased property addresses, Usable and Rentable areas, storage, parking, and headcount.

ABC Company
LEASE ABSTRACT SUMMARY March 17, 2004

Lease # **10012** **Lease**
Name **Kirkland**
Address 5500 Green Street

City Kirkland (Seattle)
State WA
Zip Code
Region Pacific
Lease Status Occupied

Payee

Phone #
Fax #

Storage & Parking
Storage Sq Ft
Cost ⦿ Monthly ○ Annual $ 0
Notes

No. of Parking Spaces
Cost ⦿ Monthly ○ Annual $ 0
Notes

Lease Term
Start Date **Jan 01, 2000**
Expiration **Dec 31, 2006** 1,041 days left
Term 7.00 years = 84.0 months

Area Calculation ⦿ sq feet ○ sq meters

Floor / Dept	Use	Rent	Pct
Corporate	1,000	1,000	100 %
Lease Area sq feet	1,000	1,000	
Lease Total RSF	**1,000**	**1,000**	
Add-On Factor		0.00 %	

Headcount	current	future
Headcount	124	174
RSF / Person	8.1	5.8

Comments

Lease Abstract Summary Report

To create and print this report, select the **Batch of Lease Abstracts** button on the Menu of Reports screen. You can also print this report using the **Abstract** Top Menu button on the Lease Information Part 1 screen and Lease Information Part 2 screen.

5.5 Key Date Report

The Key Date report prints a list of upcoming and missed Lease Key Dates and Site Reminders.

REportfolio Lease Administration Software
KEY DATE REPORT July 01,

Site / Lease # / Name	Type	Date	Comments
JUNE 2003			
MultiMedia Gulch 1014 Office Suite 500	Renewal	06/01/03 * MISSED *	Tenant has 2 options to renew for a term of 5 years + options for 5 years. Tenant shall pro no less than 90days written notices to Landlo Rent for renewal period to be se t by 105% of Market Rate / 5% CPI.
MultiMedia Gulch 1014 Office Suite 500	Reminder -- Contraction	06/01/03 * MISSED *	
Grand Rapids 10057 Grand Rapids	Lease Expire	06/22/03 * MISSED *	
JULY 2003			
MultiMedia Gulch 1014 Office Suite 500	Rent/Cost Update	07/01/03	Base Rent -- $ 90,000 / Month
Shreveport 10025 Shreveport	Lease Expire	07/10/03	

Key Date Report

To create and print this report, select the **Key Date Report** button on the Menu of Reports screen.

5.6 Area Report

The Area report prints a list of Usable and Rentable areas for your leased and owned properties.

REportfolio Lease Administration Software
LEASE AREA REPORT July 01

Lease # / Area Type	Unit	Usable	USF	Rentable	RSF	Notes
10002 Institute Campus						
Sales	SF	5,000	53,819	5,000	64,583	
subtotal			64,583		64,583	
10003 Govt Affairs						
Sales	SF	9,852	106,045	9,852	119,252	
Marketing	SF	1,000	10,763	1,000	21,527	
subtotal			140,779		140,779	
10004 Nelson Office Court						
Corporate	SF	35,381	380,836	35,381	448,896	
subtotal			448,896		448,896	
10005 Zurer Center						
Corporate	SM	1,350	14,531	1,350	15,607	
subtotal			15,607		15,607	

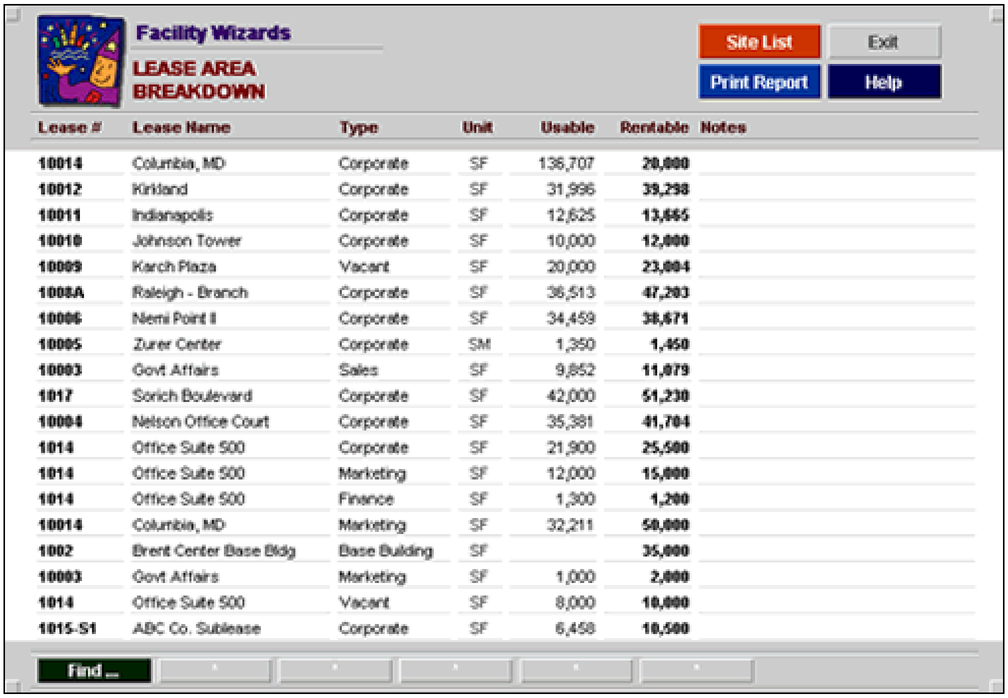
Area Report

To create and print this report, select the **Area Report** button on the Menu of Reports screen. This first goes to the Lease Area Breakdown screen, where the report can be printed. The Lease Area Breakdown screen is described next:

LEASE AREA BREAKDOWN SCREEN

The Lease Area Breakdown screen lets you view, enter, and edit the Usable and Rentable area values of your leased and owned properties. From this screen you can print the Area report.

This screen presents your data using a list display, displaying Lease Area records that show the Usable and Rentable area values. The Lease Area Breakdown screen also contains a top menu and bottom menu.



Lease #	Lease Name	Type	Unit	Usable	Rentable	Notes
10014	Columbia, MD	Corporate	SF	136,707	20,000	
10012	Kirkland	Corporate	SF	31,996	39,298	
10011	Indianapolis	Corporate	SF	12,625	13,665	
10010	Johnson Tower	Corporate	SF	10,000	12,000	
10009	Karch Plaza	Vacant	SF	20,000	23,004	
1008A	Raleigh - Branch	Corporate	SF	36,513	47,203	
10006	Niemi Point II	Corporate	SF	34,459	38,671	
10005	Zurer Center	Corporate	SM	1,350	1,450	
10003	Govt Affairs	Sales	SF	9,852	11,079	
1017	Sorich Boulevard	Corporate	SF	42,000	51,230	
10004	Nelson Office Court	Corporate	SF	35,381	41,704	
1014	Office Suite 500	Corporate	SF	21,900	25,500	
1014	Office Suite 500	Marketing	SF	12,000	15,000	
1014	Office Suite 500	Finance	SF	1,300	1,200	
10014	Columbia, MD	Marketing	SF	32,211	50,000	
1002	Brent Center Base Bldg	Base Building	SF		35,000	
10003	Govt Affairs	Marketing	SF	1,000	2,000	
1014	Office Suite 500	Vacant	SF	8,000	10,000	
1015-S1	ABC Co. Sublease	Corporate	SF	6,458	10,500	

Lease Area Breakdown Screen

Top Menu

The Lease Area Breakdown screen's top menu contains these buttons:

- **Site List** [button] – Goes to the Site List screen, providing access to the Sites database
- **Print Report** [button] – Creates and prints the Area report
- **Exit** [button] – Ends the REportfolio session
- **Help** [button] – Goes to the Lease Help screen

Data Fields and Buttons

The main portion of the Lease Area Breakdown screen has these data fields and buttons:

- **Lease #** [read-only character field] – Lease ID
- **Lease Name** [read/write character field] – Lease name
- **Type** [value list] – Leased or owned property type. Selections include "**Corporate**", "**Distribution**", "**Marketing**", "**Sublease**", etc.
- **Unit** [read-only character field] – Unit of measure for the area value, for example "**SF**" indicates Square Feet
- **Usable** [read/write character field] – Usable area for the leased or owned property
- **Rentable** [read/write character field] – Rentable area for the leased or owned property
- **Notes** [read/write character field] – Any notes about the area breakdown for the leased or owned property

Bottom Menu

The Lease Area Breakdown screen's bottom menu contains these buttons:

- **Find** [button] – Switches into Find mode, allowing Lease Area records to be found

5.7 Subtenant Summary Report

The Subtenant Summary report prints a list of your leased and owned properties that are subleased, including subtenant information and the sublease dates.

REportfolio Lease Administration Software
SUBTENANT SUMMARY REPORT

Lease #	Lease / Address	RSF	Start Expire	BaseRent / MO	Subtenant / Lease #		Suite # RSF	Start Expire	Ba
1014	Office Suite 500 65 Idora Street Suite # 500 San Francisco, CA	556,491	06/01/00 04/30/09	$ 90,000	1015-S1	ABC Co. Sublease	502 10,500	01/01/02 12/31/06	$
1002	Brent Center Base Bldg 123 Serra Monte San Jose , CA 60606-1212	35,000		$ 0	1002S1	San Jose Enterprises	100 5,500	08/15/01 08/31/05	
					1002S3	Wizards Health Spa	200 8,750	01/01/03 12/31/09	
					1002S3	Wendy's Gift Shop	300 4,500	08/20/99 08/31/05	
10010	Johnson Tower 1102 Hasper Drive Suite # 450 Myrtle Beach, SC	12,000	09/11/98 09/10/08	$ 5,082	12345	Johnson Tower 2B	460 7,633	05/12/00 05/11/07	
10009	Karch Plaza 3641 Larchmont Suite # 1200 Ann Arbor, MI 48105	23,004	10/21/96 10/20/98	$ 14,400	1009	Karch Plaza 2	1250 23,004	10/21/96 10/20/98	$

Subtenant Summary Report

To create and print this report, select the **Subtenant Summary** button on the Menu of Reports screen.

5.8 Insurance Report

The Insurance report prints a list of lease insurance requirements and coverages.

REportfolio Lease Administration Software
INSURANCE REQUIREMENTS REPORT July 01, 200

Lease # / Name		Liability Aggregate	Each Occurence	Property Damage	Work Comp	Empl Liab	Glass	LL Addl
1002	Brent Center Base Bldg San Jose , CA	$ 25,000,000	$ 10,000,000	$ 10,000,000	☒	☐	☒	☐
1014	Office Suite 500 San Francisco, CA	$ 2,000,000	$ 500,000	$ 8,670,000	☒	☒	☒	☒
10012	Kirkland Kirkland (Seattle), WA	$ 641,235	$ 38,855	$ 949,297	☒	☐	☐	☐
10011	Indianapolis Indianapolis, IN	$ 744,494	$ 32,114	$ 9,836,646	☒	☐	☐	☒
10014	Columbia, MD Columbia, MD	$ 207,285	$ 40,754	$ 9,512,481	☒	☐	☒	☒
10010	Johnson Tower Myrtle Beach, SC	$ 1,331,008	$ 10,860	$ 6,272,981	☐	☒	☐	☒
10009	Karch Plaza Ann Arbor, MI	$ 2,233	$ 31,315	$ 9,991,898	☐	☐	☐	☐
1009	Karch Plaza 2 Ann Arbor, MI	$ 772,674	$ 16,245	$ 8,835,301	☐	☒	☒	☐

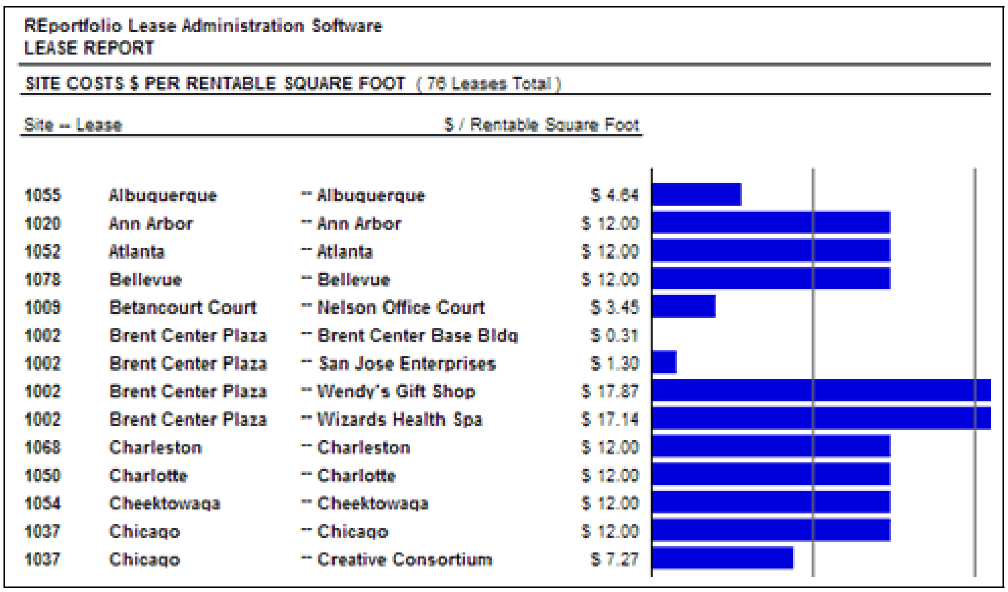
Insurance Report

To create and print this report, select the **Insurance Report** button on the Menu of Reports screen.

5.9 Bar Chart Report

There is a set of Bar Chart reports that provide graphical comparisons of various site and lease data according to different important criteria. The available Bar Chart reports show:

- Total annual lease dollars per square footage area
- Total lease dollars per month
- Total lease dollars per year
- Lease RSF
- Lease headcount
- Lease square footage area per person
- Lease expiration dates



Bar Chart Report

To create and print this report, select the **Bar Chart of Data for Found Sites** button on the Menu of Reports screen. This causes the Lease Bar Chart Report Setup screen to be displayed, which you use to select options for the report, and then select a button to create and print the report. The Lease Bar Chart Report Setup screen is described next:

LEASE BAR CHART REPORT SETUP SCREEN

You use the Lease Bar Chart Report Setup screen to print a Bar Chart report. This screen lets you select the specific type of Bar Chart report to be created and printed. The Lease Bar Chart Report Setup screen is a detail display with a top menu.

Lease Bar Chart Report Setup Screen

Top Menu

The Lease Bar Chart Report Setup screen's top menu contains this button:

- **Back to List** [button] – Goes to the Site List screen, providing access to the Sites database

Data Fields and Buttons

The main portion of the Lease Bar Chart Report Setup screen has these data fields and buttons:

- **1. Click on which data you would like charted >>: total annual lease $ / SF, total lease $ / month, total lease $ / year, lease rentable square feet, lease headcount, lease square feet / person, expiration date** [7 radio buttons] – Criteria for the Bar Chart report
- **2. Edit the Report Title (optional)** >> [read/write date field] – Report title
- **Proceed** [button] – Creates and prints the report

The Lease Bar Chart Report Setup screen does not have a bottom menu.

5.10 Dollar Forecast Report

The Dollar Forecast report prints a list of forecasted future yearly site and lease costs. Either a detailed or summary report can be created.

REportfolio Lease Administration Software
5-YEAR LEASE COST FORECAST REPORT

Lease # / Name		City	Begin	End	2002	2003	2004	2005
10002	Institute Campus	Chicago	08/01/02	07/31/08	$ 30,000	$ 72,000	$ 72,000	$ 41,806
	Base Rent		08/01/02	07/30/06	30,000	72,000	72,000	41,806
10003	Govt Affairs	Washington	04/01/02	03/31/12	$ 12,000	$ 12,000	$ 12,000	$ 4,000
	Base Rent		06/01/02	03/31/05	12,000	12,000	12,000	4,000
10004	Nelson Office Court	Bandon	06/01/97	06/30/06	$ 72,000	$ 72,000	$ 72,000	$ 72,000
	Base Rent		07/01/97	02/28/06	48,000	48,000	48,000	48,000
	Utilities		06/01/97	06/30/06	24,000	24,000	24,000	24,000
10005	Zurer Center	Santo Domingo	02/15/99	02/14/04	$ 65,616	$ 59,606	$ 52,874	$ 0
	Real Estate Taxes		02/15/99	02/14/03	591	0	0	0
	Operating Exp		02/15/99	02/14/03	5,911	493	0	0
	Base Rent		02/15/99	12/06/04	59,113	59,113	52,874	0
10006	Niemi Point II	Berlin	04/05/93	04/04/94	$ 464,052	$ 16,217	$ 0	$ 0
	Base Rent		04/05/93	01/17/03	464,052	16,217	0	0
10009	Karch Plaza	Ann Arbor	10/21/96	10/20/98	$ 172,800	$ 172,800	$ 0	$ 0
	Base Rent		10/21/96	01/20/04	172,800	172,800	0	0

Dollar Forecast Report

To create and print this report, from the Menu of Reports screen, specify the parameters for the report, and then click either the **$ Forecast Report** button or the **Go** button. The button will first display a dialog box asking you to select either the detailed or summary report.

5.11 Dollar Commitment Summary Report

The Dollar Commitment Summary report prints a summary of paid, and remaining committed and unpaid, site and lease costs.

REportfolio Lease Administration Software
LEASE COMMITMENTS REPORT July 01, 20

Lease # / Name		City	State / Prov	Region	Lease Expire	RSF	Lease Total $	Lea Remaining
1015B	5th Flr Annex	San Francisco	CA	Eastern	08/14/04	10,000	$ 380,000	$ 130,0
1015-S1	ABC Co. Sublease	San Francisco	CA	Eastern	12/31/06	0	$ 600,800	$ 482,6
1015C	Addendum	San Francisco	CA	Eastern	10/19/07	10,500	$ 504,000	$ 157,5
1014	Office Suite 500	San Francisco	CA	Southeast	04/30/09	556,491	$ 10,113,333	$ 6,752,3
1002	Brent Center Base	San Jose	CA	Eastern		35,000	$ 132,606	$ 77,4
1002S1	San Jose	San Jose	CA	Eastern	08/31/05	0	$ 341,838	$ 190,6
1002S3	Wendy's Gift Shop	San Jose	CA	Eastern	08/31/05	0	$ 521,187	$ 189,9
1002S3	Wizards Health Spa	San Jose	CA	Eastern	12/31/09	0	$ 1,134,000	$ 1,053,0
10012	Kirkland	Kirkland	WA	Pacific	12/31/02	39,298	$ 8,621,393	$ 5,059,3
10011	Indianapolis	Indianapolis	IN	Midwest	12/31/01	13,665	$ 1,804,662	$ 574,8
10014	Columbia, MD	Columbia	MD	Eastern	MTM	70,000	$ 4,075,667	$ 1,985,6
10010	Johnson Tower	Myrtle Beach	SC	Southeast	MTM	12,000	$ 899,006	$ 212,9

Dollar Commitment Summary Report

To create and print this report, select the **$ Commitment Summary** button on the Menu of Reports screen.

5.12 Security Deposits Report

The Security Deposits report prints a list of your leases' security deposits.

REportfolio Lease Administration Software
LEASE SECURITY DEPOSIT INFORMATION July 01, 20

Lease # / Name		City	Deposit Amt	Notes
1002	Brent Center Base Bldg	San Jose , CA	$ 56,000.00	1
1014	Office Suite 500	San Francisco, CA	$ 147,500.00	Universal
10012	Kirkland	Kirkland (Seattle),	$ 38,702.52	
10011	Indianapolis	Indianapolis, IN	$ 43,233.81	
10014	Columbia, MD	Columbia, MD	$ 60,651.44	
10010	Johnson Tower	Myrtle Beach, SC	$ 64,813.98	
10009	Karch Plaza	Ann Arbor, MI	$ 40,540.71	
1009	Karch Plaza 2	Ann Arbor, MI	$ 76,636.34	
1008A	Raleigh - Branch	Raleigh, NC	$ 46,030.64	
1008B	Raleigh - Branch	Raleigh, NC	$ 6,014.39	
1008S1	XYZ Consulting	Raleigh, NC	$ 76,779.52	
1015B	5th Flr Annex	San Francisco, CA	$ 22,339.15	
10004	Nelson Office Court	Bandon, OR	$ 19,104.23	
10006	Niemi Point II	Berlin, PA	$ 713.25	

Security Deposits Report

To create and print this report, select the **Security Deposits** button on the Menu of Reports screen.

5.13 Payments Report

The Payments report prints a list of lease payments. One of two versions of this report can be printed:

- An Account report that lists payments by cost account
- A Lease report that prints payments listed by site and lease

Upon clicking the **Go** button under the **Fixed Payments – Setup** label in the Menu of Reports screen, REportfolio goes to the Lease Payments screen. From this screen, you click either the **Acct Report** button or **Lease Report** button to print the desired report version.

REportfolio Lease Administration Software
PAYMENTS REPORT July 01

Month : April 2003

Lease # / Name		Pmt Date	Acct # / Name		GL #		$ Amount	Comments
Acct # 1001	**Base Rent**							
1014	Office Suite 500	04/01/03	1001	Base Rent	1001	$	85,000.00	
1014	Office Suite 500	04/01/03	1001	Base Rent	1001	$	2,500.00	
10012	Kirkland	04/01/03	1001	Base Rent	1001	$	39,298.00	
10011	Indianapolis	04/01/03	1001	Base Rent	1001	$	13,665.00	
10014	Columbia, MD	04/01/03	1001	Base Rent	1001	$	70,000.00	
10010	Johnson Tower	04/01/03	1001	Base Rent	1001	$	5,082.00	
10009	Karch Plaza	04/01/03	1001	Base Rent	1001	$	14,400.00	
1009	Karch Plaza 2	04/01/03	1001	Base Rent	1001	$	23,004.00	
10004	Nelson Office Court	04/01/03	1001	Base Rent	1001	$	12,000.00	
10005	Zurer Center	04/01/03	1001	Base Rent	1001	DOP	100,000.00	
1017	Sorich Boulevard	04/01/03	1001	Base Rent	1001	$	41,000.00	
1015C	Addendum	04/01/03	1001	Base Rent	1001	$	10,500.00	
10002	Institute Campus	04/01/03	1001	Base Rent	1001	$	6,000.00	
10018	Ann Arbor	04/01/03	1001	Base Rent	1001	$	123,730.00	
10020	Hudson	04/01/03	1001	Base Rent	1001	$	1,004.00	
10023	Fort Worth	04/01/03	1001	Base Rent	1001	$	23,728.00	

Payments Report - Account Report

REportfolio Lease Administration Software
PAYMENTS REPORT July 01, :

Month : April 2003

Lease # / Name		Pmt Date	Acct # / Name		GL #		$ Amount	Comments
Lease # 10002 Institute Campus -- Chicago, IL USA						**Payee**	<none specified>	
10002	Institute Campus	04/01/03	1001	Base Rent	1001	$	6,000.00	
Total for Lease # 10002						$	6,000.00	
Lease # 10004 Nelson Office Court -- Bandon, OR USA						**Payee**	<none specified>	
10004	Nelson Office Court	04/01/03	1001	Base Rent	1001	$	12,000.00	
10004	Nelson Office Court	04/01/03	1003	Utilities	1003	$	2,000.00	
Total for Lease # 10004						$	14,000.00	
Lease # 10005 Zurer Center -- Santo Domingo Dominican Republic						**Payee**	<none specified>	
10005	Zurer Center	04/01/03	1001	Base Rent	1001	DOP	100,000.00	
Total for Lease # 10005						DOP	4,464.29	
Lease # 10009 Karch Plaza -- Ann Arbor, MI USA						**Payee**	<none specified>	
10009	Karch Plaza	04/01/03	1001	Base Rent	1001	$	14,400.00	
Total for Lease # 10009						$	14,400.00	

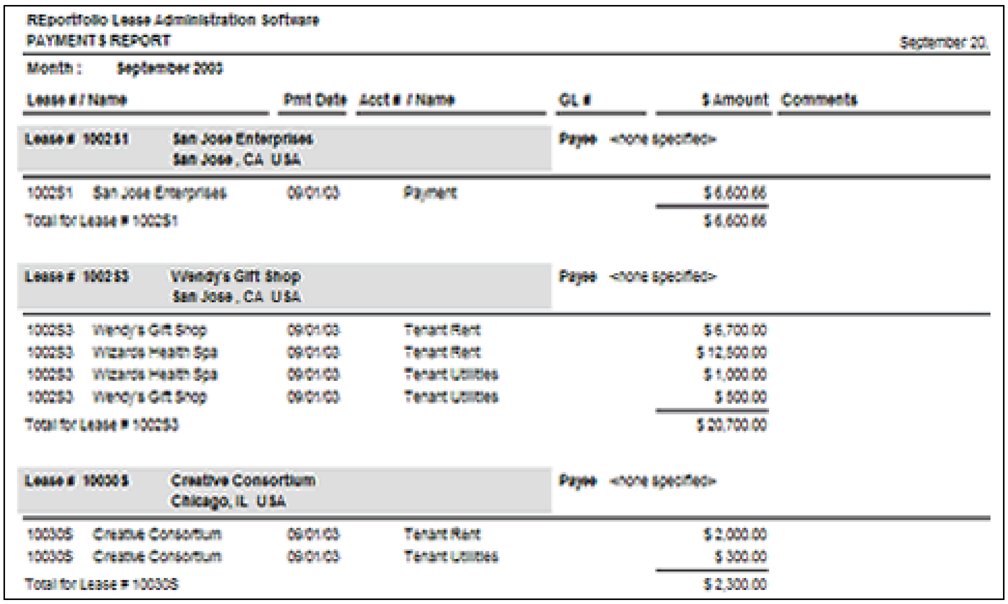
Payments Report - Lease Report

You can also print this report using the:

- **Print** Top Menu button on the Payments History screen, which prints the Account report version
- **Acct Report** Top Menu button on the Lease Payments screen, which prints the Account report version
- **Lease Report** Top Menu button on the Lease Payments screen, which prints the Lease report version

5.14 Accounts Receivable Report

The Accounts Receivable report prints a list of Accounts Receivable income payments for each leased and owned property that is subleased.


REportfolio Lease Administration Software
PAYMENTS REPORT September 20,
Month : September 2003

Lease # / Name		Pmt Date	Acct # / Name	GL #	$ Amount	Comments
Lease # 10025 1	San Jose Enterprises San Jose , CA USA			Payee <none specified>		
100251	San Jose Enterprises	09/01/03	Payment		$ 6,600.66	
Total for Lease # 100251					$ 6,600.66	
Lease # 10025 3	Wendy's Gift Shop San Jose , CA USA			Payee <none specified>		
100253	Wendy's Gift Shop	09/01/03	Tenant Rent		$ 6,700.00	
100253	Wizards Health Spa	09/01/03	Tenant Rent		$ 12,500.00	
100253	Wizards Health Spa	09/01/03	Tenant Utilities		$ 1,000.00	
100253	Wendy's Gift Shop	09/01/03	Tenant Utilities		$ 500.00	
Total for Lease # 100253					$ 20,700.00	
Lease # 10030 5	Creative Consortium Chicago, IL USA			Payee <none specified>		
100305	Creative Consortium	09/01/03	Tenant Rent		$ 2,000.00	
100305	Creative Consortium	09/01/03	Tenant Utilities		$ 300.00	
Total for Lease # 100305					$ 2,300.00	

Accounts Receivable Report

Upon clicking the **Go** button, under the **A/R – Setup** label in the Menu of Reports screen, REportfolio goes to the Lease Accounts Receivable Billing And Payments screen. From this screen, you click the **A/R Report** button to print the report.

5.15 Monthly Payments Analysis Report

The Monthly Payments Analysis report prints a list of comparisons of month-to-month lease payments. This report is valuable for comparing a month that has an abnormal or unusual payment level, with a month that has a typical or average payment level.

REportfolio Lease Administration Software
PAYMENTS REPORT -- 2 MONTH COMPARISON ANALYSIS July 01, 2

Acct # / Name		Jan 2003	Feb 2003	Diff	
Lease # 10002 Institute Campus Chicago, IL USA					
1001	Base Rent	$ 6,000.00	$ 6,000.00	$ 0.00	
Subtotal for Lease # 10002		$ 6,000.00	$ 6,000.00	$ 0.00	
Lease # 10004 Nelson Office Court Bandon, OR USA					
1001	Base Rent	$ 12,000.00	$ 0.00	($ 12,000.00)	
1003	Utilities	$ 2,000.00	$ 0.00	($ 2,000.00)	
Subtotal for Lease # 10004		$ 14,000.00	$ 0.00	($ 14,000.00)	
Lease # 10005 Zurer Center Santo Domingo Dominican Republic					
1001	Base Rent	$ 4,926.11	$ 4,926.11	$ 0.00	*converted from DOP*
1002	Operating Exp	$ 492.61	$ 0.00	($ 492.61)	*converted from DOP*
Subtotal for Lease # 10005		$ 5,418.72	$ 4,926.11	($ 492.61)	
Lease # 10006 Niemi Point II Berlin, PA USA					
1001	Base Rent	$ 16,216.87	$ 0.00	($ 16,216.87)	
Subtotal for Lease # 10006		$ 16,216.87	$ 0.00	($ 16,216.87)	

Payments Month-to-Month Analysis Report

To create and print this report, select the **Monthly Payments Analysis** button on the Menu of Reports screen.

Chapter 6 Configuring REportfolio

This chapter provides information on the screens that you use to configure your REportfolio software.

6.1 Software Configuration and Preparation Screens

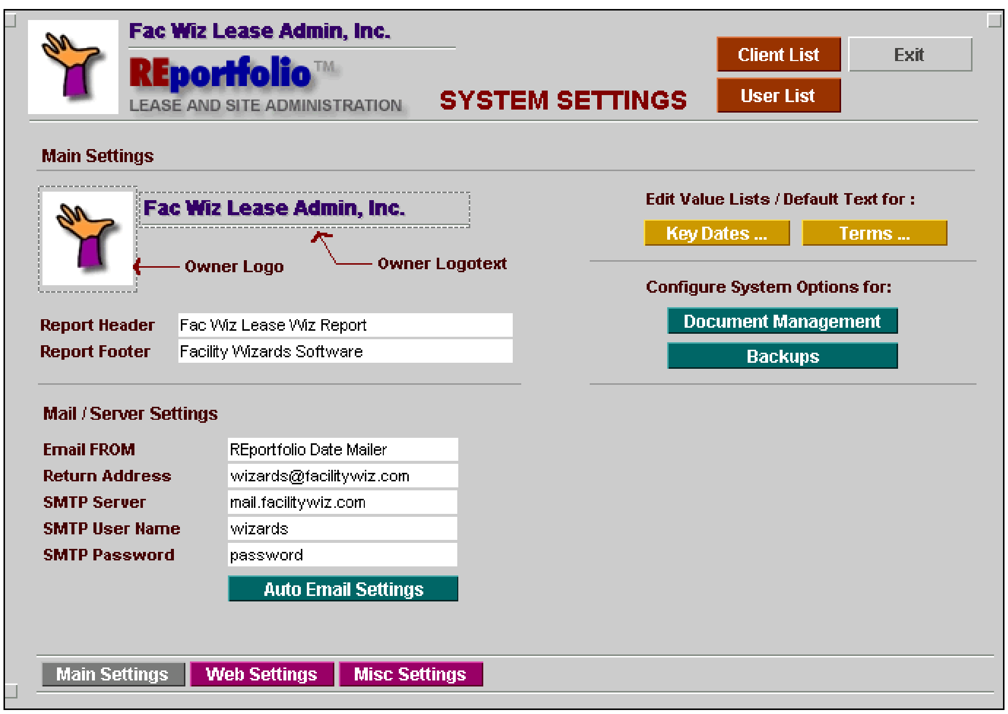
You use some of REportfolio's screens to configure and prepare the software for your organization's day-to-day use. Let's go-over each of these screens:

SYSTEM MAIN SETTINGS SCREEN

The System Main Settings screen lets you select certain configuration settings for your REportfolio software. These settings include the headers and footers that are printed on owner reports, images for the owner's logo and company name that appear on REportfolio's screens, and email settings. In addition, from this screen you can access the additional screens that let you setup:

- Default Lease Key Dates
- Default Lease Terms and Conditions
- Settings for Lease Documents
- Automatic backups of your REportfolio data

The System Main Settings screen is a detail display with a top menu and bottom menu.



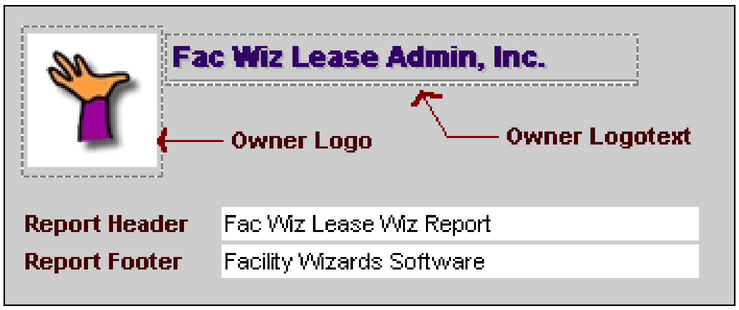
System Main Settings Screen

Top Menu

The System Main Settings screen's top menu has these buttons:

- **Client List** [button] – Goes to the Client List screen, providing access to the different clients when REportfolio is used by a lease administration service provider
- **User List** [button] – Goes to the User List screen, providing access to data about authorized users for a multi-user client-server REportfolio installation
- **Exit** [button] – Ends the REportfolio session

Data Fields and Buttons

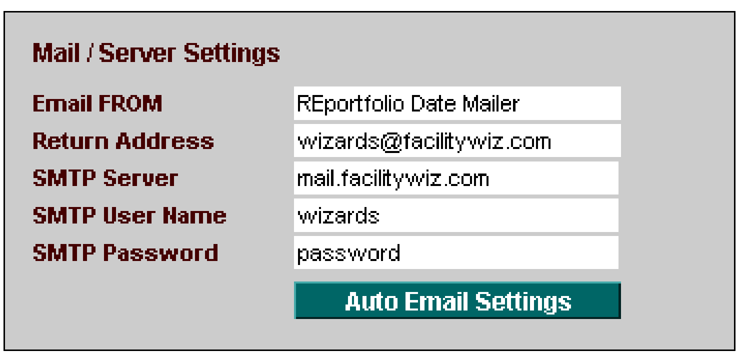


Use this portion of the System Main Settings screen to specify:

- Images for the logo and company name that appear on REportfolio's screens for the owner's sites and leases
- Headers and footers that are printed on reports for the owner's sites and leases

This part of the screen has these data fields and buttons:

- **Owner Logo** [container field] – Image for the owner's company name
- **Owner Logotext** [container field] – Image for the owner's company
- **Report Header** [read/write character field] – Header that will be printed on reports for the owner's sites and leases
- **Report Footer** [read/write character field] – Footer that will be printed on reports for the owner's sites and leases



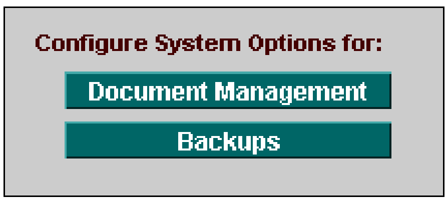
Use this portion of the System Main Settings screen to specify email settings for Automatic Email Notifications. It has these data fields and buttons:

- **Email FROM** [read/write character field] – Sender line that will be contained in the Automatic Email Notification email messages
- **Return Address** [read/write character field] – Return email address that will be contained in the Automatic Email Notification email messages

- **SMTP Server** [read/write character field] – SMTP server that will send the Automatic Email Notification email messages
- **SMTP User Name** [read/write character field] – User name for the SMTP server
- **SMTP Password** [read/write character field] – Password for the SMTP server
- **Auto Email Settings** [button] – Goes to the Email Notification Setup screen, which allows setting-up Automatic Email Notifications for multiple sites and leases

Use this part of the System Main Settings screen to access default Lease Key Dates and default Lease Terms and Conditions. It contains two buttons:

- **Key Dates** [button] – Goes to the Edit Term/KeyDate Text screen, allowing default Lease Key Dates and default Lease Key Date text to be defined
- **Terms** [button] – Goes to the Edit Term/KeyDate Text screen, allowing default Lease Terms and Conditions and default Lease Term and Condition text to be defined



Use this portion of the System Main Settings screen to go to the screens for specifying settings for Lease Documents, and to setup automatic backups of REportfolio data. It contains these buttons:

- **Document Management** [button] – Goes to the Documents Setup screen, allowing setup of storage options for attached Lease Document files
- **Backups** [button] – Goes to the Files Backup screen, providing setup of automatic backups of database files

Bottom Menu

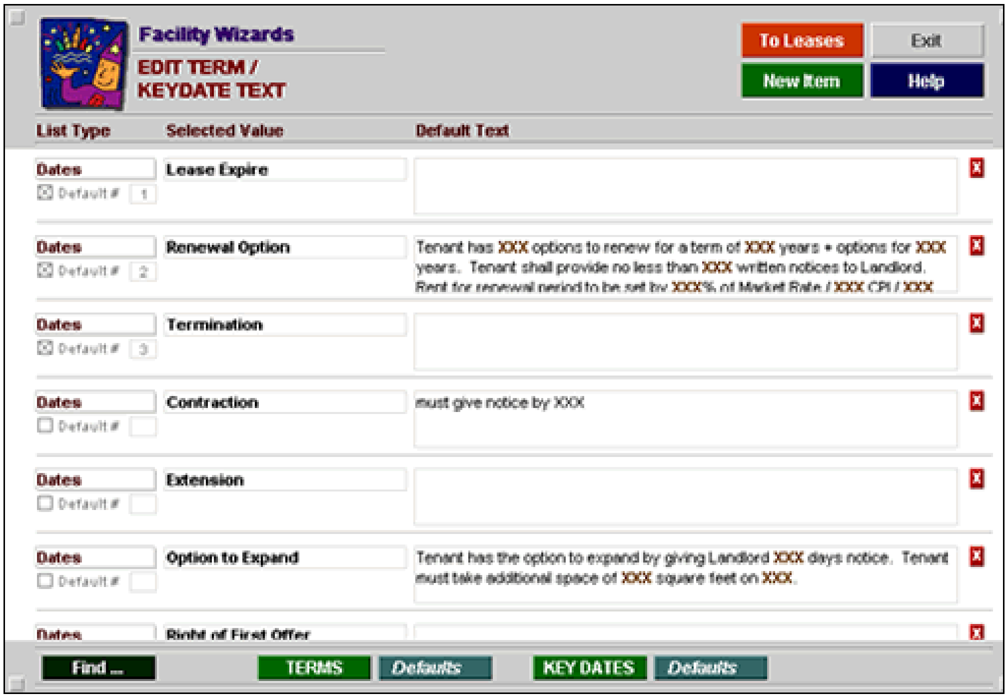
The System Main Settings screen's bottom menu contains these buttons:

- **Web Settings** [button] – Goes to the System Web Settings screen
- **Misc Settings** [button] – Goes to the System Miscellaneous Settings screen

The **Main Settings** button is inactive and is displayed in grey, signifying that the System Main Settings screen is the current screen.

EDIT TERM/KEYDATE TEXT SCREEN

The Edit Term/KeyDate Text screen lets you view, enter, and edit default data for Lease Terms and Conditions and for Lease Key Dates. This screen presents your data using a list display, displaying Lease Term/Key Date Text records. The Edit Term/KeyDate Text screen also has a top menu and bottom menu.



Edit Term/KeyDate Text Screen

Top Menu

The Edit Term/KeyDate Text screen's top menu contains these buttons:

- **To Leases** [button] – Goes back to the REportfolio Setup/Customization screen
- **New Item** [button] – Creates a new Lease Term/Key Date Text record, and stands-by for data entry
- **Exit** [button] – Ends the REportfolio session

Data Fields and Buttons

The main portion of the Edit Term/KeyDate Text screen has these data fields and buttons:

- **List Types** [value list] – Indicates whether the Lease Term/Key Date Text record contains default data for a Lease Term and Condition or for a Lease Key Date. Selections are "**Terms**" for Lease Terms and Conditions, and "**Dates**" for Lease Key Dates.
- **Default** [checkbox] – Indicates that the Lease Term/Key Date Text record will be used as a default Lease Term and Condition or default Lease Key Date when defaults are inserted in the Lease Key Dates screen or the Lease Terms and Conditions screen
- **Default #** [read/write character field] – Indicates the order in which default Lease Term/Key Date Text records will be inserted, using the default functions in the Lease Key Dates screen or Lease Terms and Conditions screen
- **Selected Value** [read/write character field] – The Lease Term and Condition Type or the Lease Key Date Type. These values are displayed in the **Type** value list in the Lease Key Dates screen, or the **Item / Type** value list in the Lease Terms and Conditions screen.

- **Default Text** [read/write character field] – Default Lease Term and Condition text or default Lease Key Date text
- [delete button] – Deletes the Lease Term/Key Date Text record

> Once you delete a Lease Term/Key Date Text record you cannot get it back (except by reentering the data or loading the last backup of the data). Be careful to make sure that you actually want to perform the deletion operation before you click the delete button.

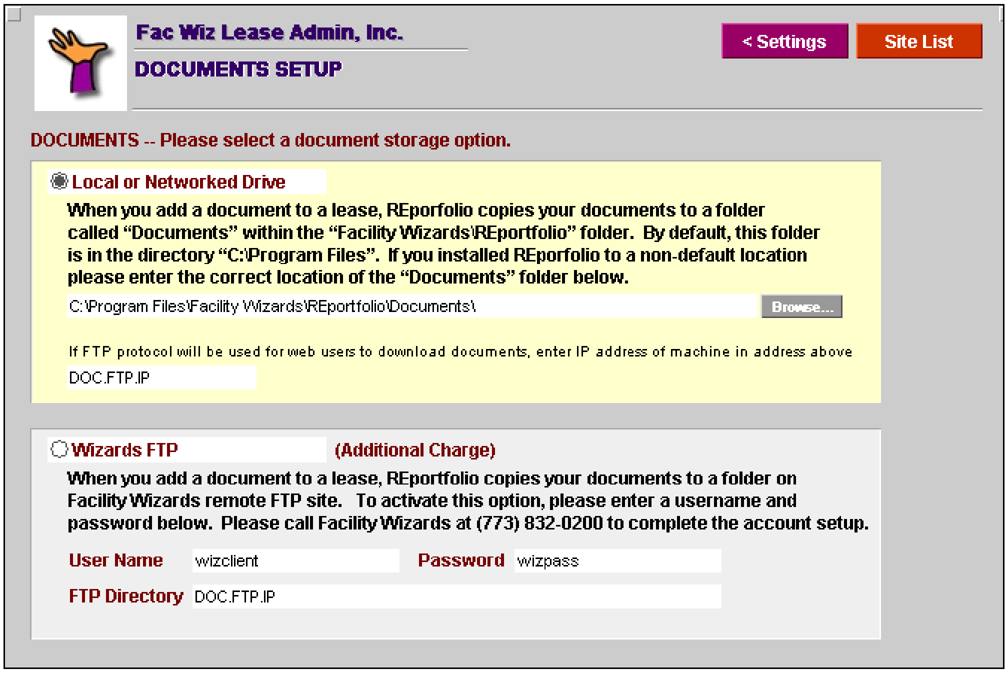
Bottom Menu

The Edit Term/KeyDate Text screen's bottom menu contains these buttons:

- **Find** [button] – Switches into Find mode, allowing Lease Term/Key Date Text records to be found
- **TERMS** [button] – Causes only Lease Term/Key Date Text records that contain default Lease Term and Conditions to be displayed
- **Defaults** [button] next to the **TERMS** button – Causes the display to show only Lease Term/Key Date Text records that will be used as the set of default Lease Term and Conditions, when inserted using the **Import Default Terms** button in the Lease Term and Conditions screen. These are the Lease Term/Key Date Text records for which the **Default** checkbox is checked.
- **KEY DATES** [button] – Causes only Lease Term/Key Date Text records that contain default Lease Key Dates to be displayed
- **Defaults** [button] next to the **KEY DATES** button – Causes the display to show only Lease Term/Key Date Text records that will be used as the set of default Lease Key Dates, when inserted using the **Import Default Key Dates** button in the Lease Key Dates screen. These are the Lease Term/Key Date Text records for which the **Default** checkbox is checked.

DOCUMENTS SETUP SCREEN

The Documents Setup screen lets you setup the location where Lease Document files attached within REportfolio are stored. This screen is a detail display with a top menu and bottom menu.



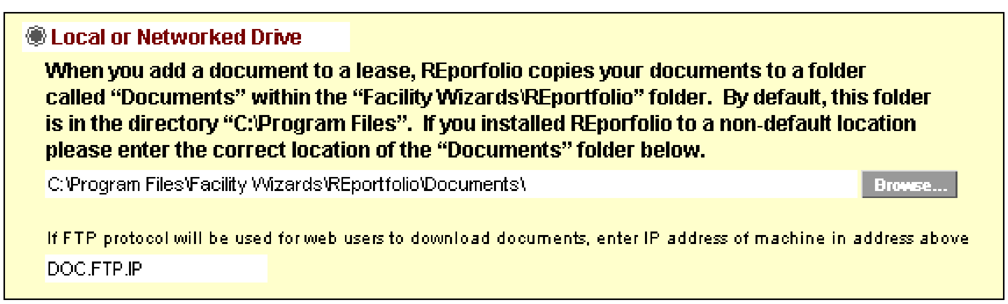
Lease Documents Help Screen

Top Menu

The Documents Setup screen's top menu contains these buttons:

- **Settings** [button] – Goes back to the System Main Settings screen
- **Site List** [button] – Goes to the Site List screen, providing access to the Sites database

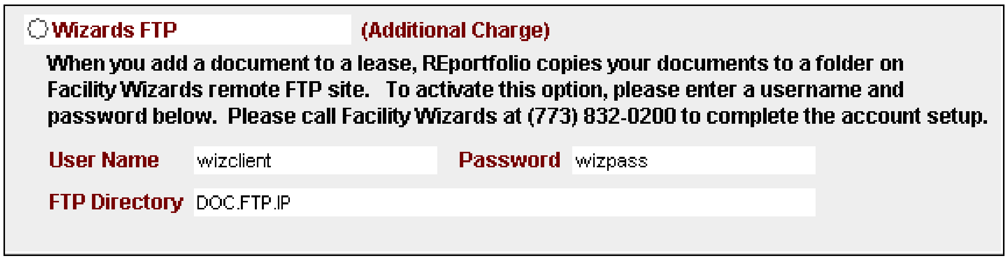
Data Fields and Buttons



Use this part of the Documents Setup screen to setup storage of attached Lease Document files. It contains these data fields and buttons:

- **Local or Networked Drive** [radio button] – Specifies that attached Lease Document files will be stored on a local or networked disk
- [read/write character field] at the middle of the screen area – local or networked directory where the attached Lease Document files will be stored

- **Browse** [button] – Opens a dialog box that allows browsing of local and networked directories, to select the specific directory where the attached Lease Document files will be stored
- **If FTP protocol will be used for web users to download documents, enter IP address of machine in address above** [read/write character field] – If FTP will be used by web users to download attached Lease Document files, IP address of the computer that contains the directory specified in the read/write character field at the middle of the screen area



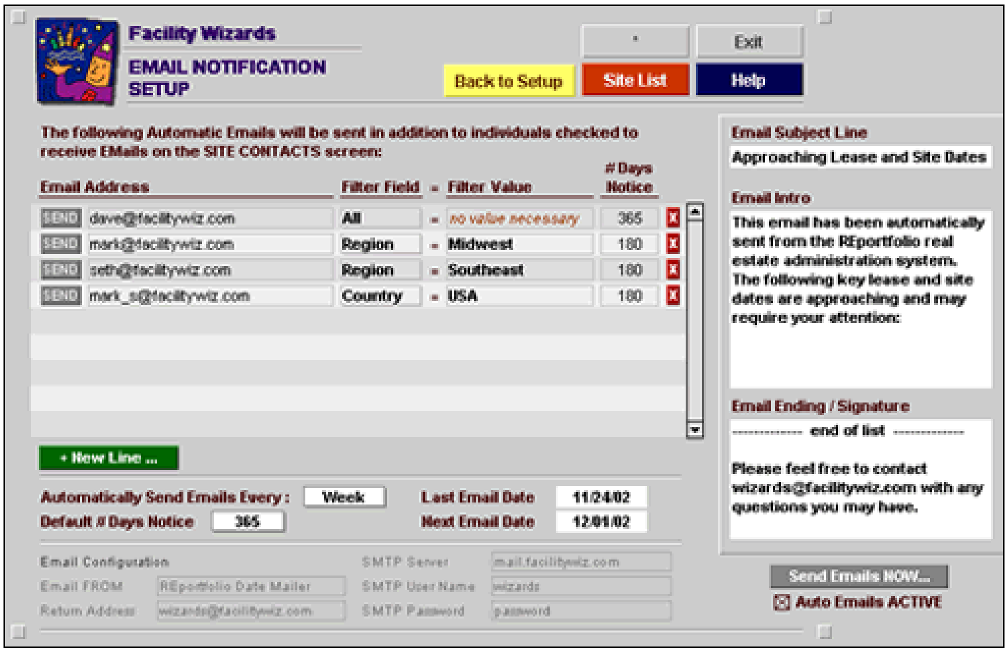
Use this part of the Documents Setup screen to setup remote storage of attached Lease Document files on Facility Wizard's FTP site. It contains these data fields and buttons:

- **Wizards FTP** [radio button] – Specifies that attached files will be stored on Facility Wizard's remote FTP site
- **User Name** [read/write character field] – User name for accessing Facility Wizard's FTP site
- **Password** [read/write character field] – Password for accessing Facility Wizard's FTP site
- **FTP Directory** [read/write character field] – The directory within Facility Wizard's FTP site for storing the attached lease document files

The Documents Setup screen has no bottom menu.

EMAIL NOTIFICATION SETUP SCREEN

The Email Notification Setup screen lets you setup Automatic Email Notifications for persons and email addresses that need to be notified of upcoming Site Reminders and Lease Key Dates for multiple sites and leases. This screen presents your data using a detail display, which contains a portal that displays Email Notification Setup records. The Email Notification Setup screen also has a top menu.



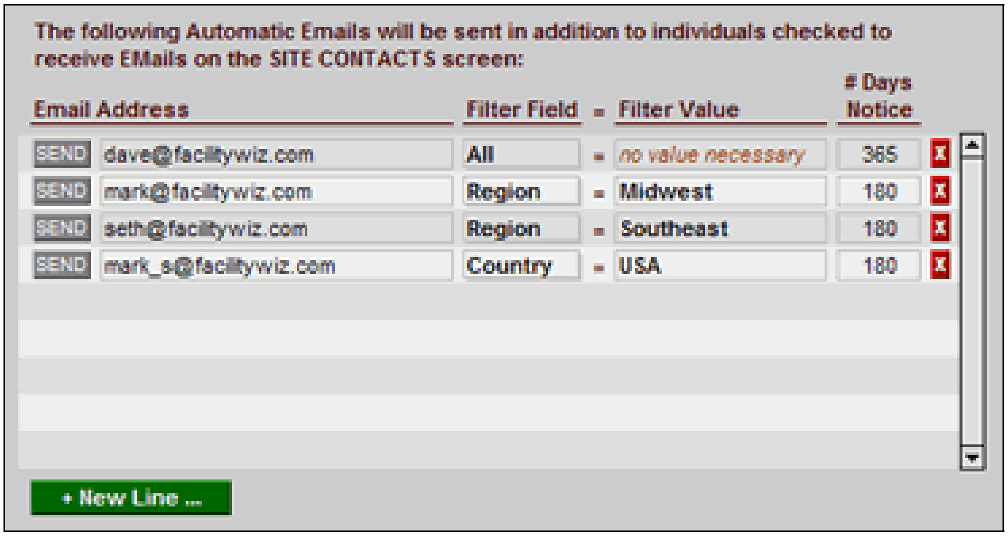
Email Notification Setup Screen

Top Menu

The Email Notification Setup screen's top menu contains these buttons:

- **Back to Setup** [button] – Goes back to the System Main Settings screen
- **Site List** [button] – Goes to the Site List screen, providing access to the Sites database
- **Exit** [button] – Ends the REportfolio session
- **Help** [button] – Goes to the Lease Help screen

Data Fields and Buttons



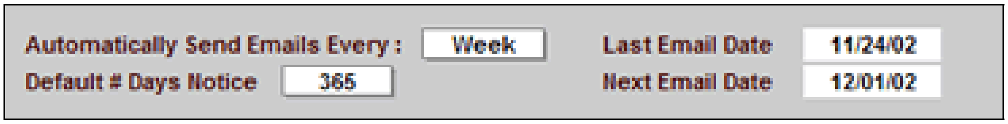
Use this portion of the Email Notification Setup screen to enter and view email addresses that will receive Automatic Email Notifications for multiple sites and leases, and to setup criteria for when the email messages will be sent. It consists of a portal followed by button:

The portal contains these data fields and buttons:

- **SEND** [button] under **Email Address** – Creates a blank email message to send to the address specified in the **Email Address** field
- **Email Address** [read/write character field] – Email address for the person to receive the Automatic Email Notifications
- **Filter Field** and **Filter Value** [value list and read/write character field] – Causes Automatic Email Notifications to be sent when the specified conditions are met:
  - When **Filter Field** is set to "**All**", all Automatic Email Notifications for all sites and leases will be sent to the specified email address
  - When **Filter Field** is set to "**Region**", Automatic Email Notifications will be sent to the specified email address for sites, and their leases, within the specified region
  - When **Filter Field** is set to "**Country**", Automatic Email Notifications will be sent to the specified email address for sites, and their leases, within the specified country
- **# Days Notice** [read/write character field] – Causes Automatic Email Notifications to be sent, when an upcoming Site Reminder or Lease Key Date falls within the specified number of days
- [delete button] – Deletes the Email Notification Setup record

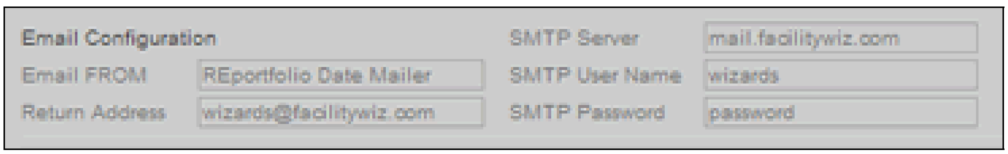
The area below the portal contains this button:

- **New Line** [button] – Creates a new Email Notification Setup record, and stands-by for data entry



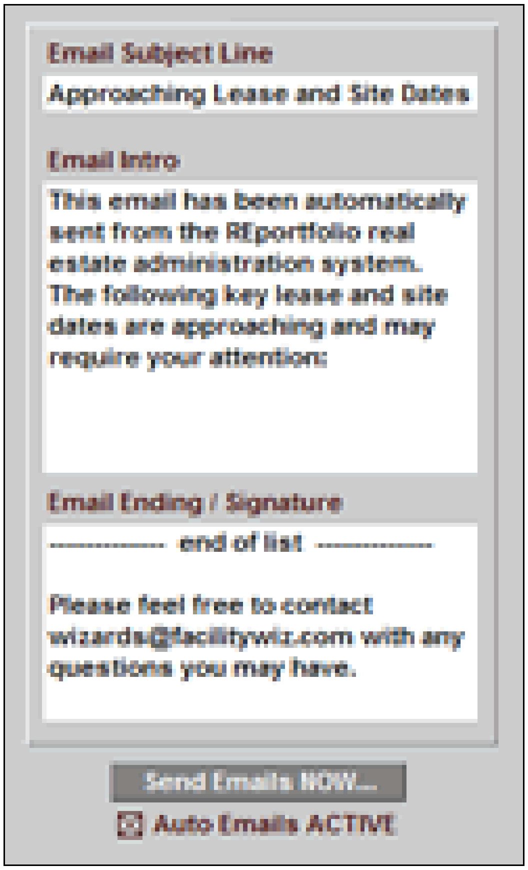
Use this part of the Email Notification Setup screen to access miscellaneous parameters for the Automatic Email Notifications. It has these data fields and buttons:

- **Automatically Send Emails Every** [value list] – Frequency at which Automatic Email Notifications will be sent to the email addresses shown in the portal. Selections are "**Week**" or "**Month**".
- **Default # Days Notice** [value list] – Default number of days that will be entered into the **# Days Notice** field when a new Email Notification Setup record is created and displayed in the portal
- **Last Email Date** [read/write date field] – Date the last Email Notifications were sent
- **Next Email Date** [read/write date field] – Scheduled date for sending the next set of Email Notifications. This can be overridden by typing a different date into this field.



Use this portion of the Email Notification Setup screen to access email header data for the Automatic Email Notifications, as well as data for the email server that will be used to send the emails. It contains these data fields and buttons:

- **Email FROM** [read/write character field] – Sender that will be contained in the Automatic Email Notification email messages
- **Return Address** [read/write character field] – Return email address that will be contained in the Automatic Email Notification email messages
- **SMTP Server** [read/write character field] – SMTP server that will send the Automatic Email Notification email messages
- **SMTP User Name** [read/write character field] – User name for the SMTP server
- **SMTP Password** [read/write character field] – Password for the SMTP server



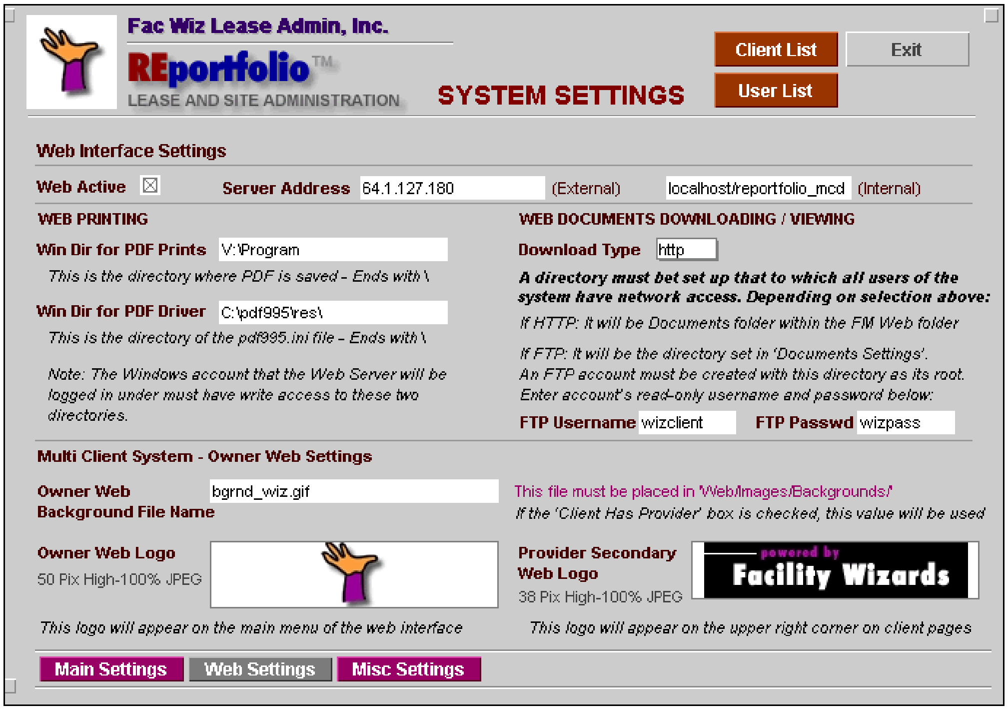
Use this part of the Email Notification Setup screen to access the standard subject line and standard text that will be included in the sent email messages. It has these data fields and buttons:

- **Email Subject Line** [read/write character field] – Subject line that will be contained in the Automatic Email Notification email messages
- **Email Intro** [read/write character field] – Introductory text that will be contained in the Automatic Email Notification email messages
- **Email Ending / Signature** [read/write character field] – Ending text that will be contained in the Automatic Email Notification email messages
- **Send Emails NOW** [button] – Causes all Automatic Email Notification email messages to be sent
- **Auto Emails ACTIVE** [checkbox] – Activates the Automatic Email Notification feature for the email addresses and their parameters specified in the screen's portal

The Email Notification Setup screen does not have a bottom menu.

SYSTEM WEB SETTINGS SCREEN

The System Web Settings screen lets you view, enter, and edit settings for accessing REportfolio using a browser-based user interface, enabled using Facility Wizards Web Interface Add-On Kit. This screen presents your data using a detail display, with a top menu and bottom menu.



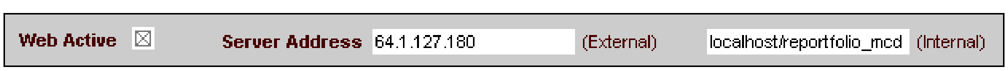
System Web Settings Screen

Top Menu

The System Web Settings screen's top menu has these buttons:

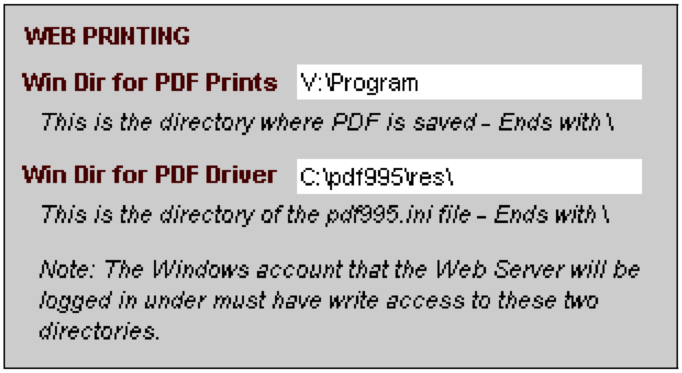
- **Client List** [button] – Goes to the Client List screen, providing access to the different clients when REportfolio is used by a lease administration service provider
- **User List** [button] – Goes to the User List screen, providing access to data about authorized users of a multi-user client-server REportfolio installation
- **Exit** [button] – Ends the REportfolio session

Data Fields and Buttons



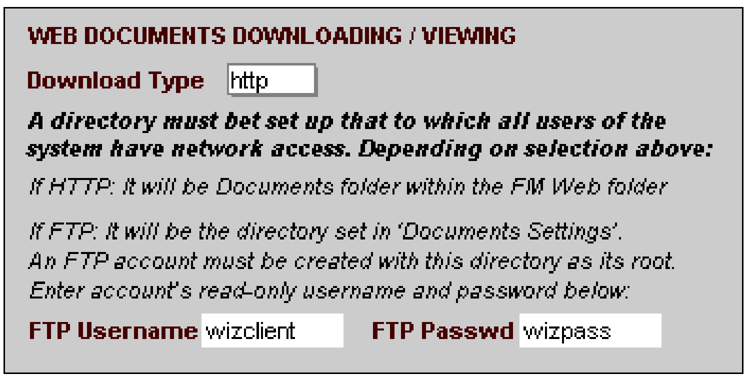
Use this portion of the System Web Settings screen to access basic data about a web enabled REportfolio implementation. It has these data fields and buttons:

- **Web Active** [checkbox] – Indicates that the REportfolio implementation is web enabled
- **Server Address (External)** [read/write character field] – Web server IP address outside the firewall
- **Server Address (Internal)** [read/write character field] – Web server IP address inside the firewall



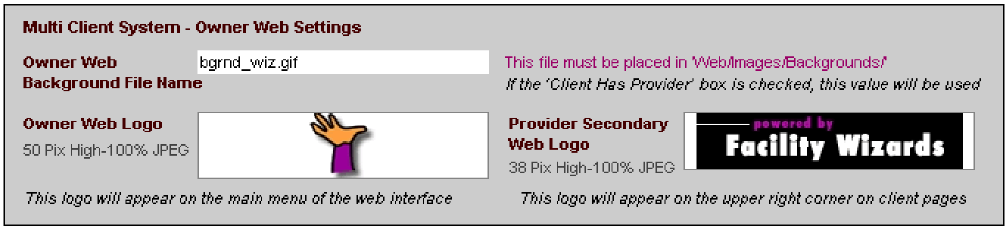
Use this portion of the System Web Settings screen to specify settings for web printing. It has these data fields and buttons:

- **Win Dir for PDF Prints** [read/write character field] – The directory where PDF files are temporarily saved for web printing
- **Win Dir for PDF Driver** [read/write character field] – The directory where the PDF driver (pdf995.ini) resides



Use this portion of the System Web Settings screen to specify settings for web-based document downloading and viewing. It has these data fields and buttons:

- **Download Type** [value list] – Protocol for document downloading. Selections are "**http**" and "**ftp**".
- **FTP Username** [read/write character field] – User name for the FTP account
- **FTP Passwd** [read/write character field] – Password for the FTP account



Use this portion of the System Web Settings screen to specify images that will be displayed in the web pages that are part of the browser-based user interface to REportfolio. It has these data fields and buttons:

- **Owner Web Background File Name** [read/write character field] – Image file for the background that will be displayed in the web pages that are part of the browser-based user interface
- **Owner Web Logo** [container field] – Image file for the logo that will appear in the main menu part of the browser-based user interface
- **Provider Secondary Web Logo** [container field] – Image file for the logo that will appear in the upper-right corner of client pages of the browser-based user interface

Bottom Menu

The System Web Settings screen's bottom menu contains these buttons:

- **Main Settings** [button] – Goes to the System Main Settings screen
- **Misc Settings** [button] – Goes to the System Miscellaneous Settings screen

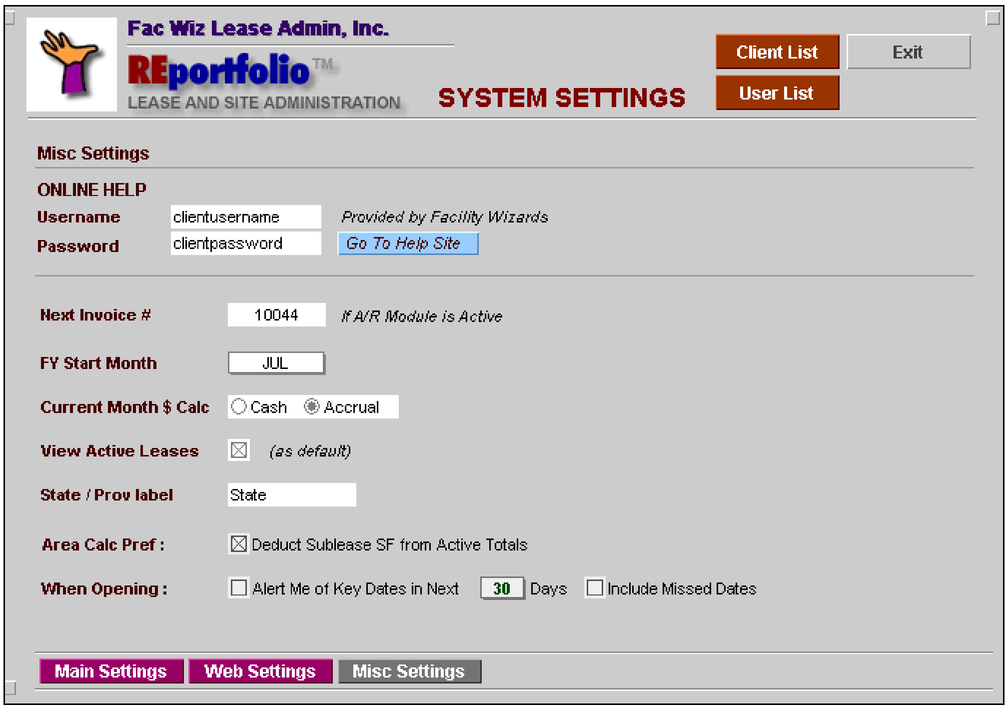
The **Web Settings** button is inactive and is displayed in grey, signifying that the System Web Settings screen is the current screen.

SYSTEM MISCELLANEOUS SETTINGS SCREEN

The System Miscellaneous Settings screen lets you view, enter, and edit additional miscellaneous settings for REportfolio, including settings that affect:

- Accessing Facility Wizard's online help website
- Processing site and lease financials
- Data display within REportfolio
- Key data alerts

This screen presents your data using a detail display, with a top menu and bottom menu.



System Miscellaneous Settings Screen

Top Menu

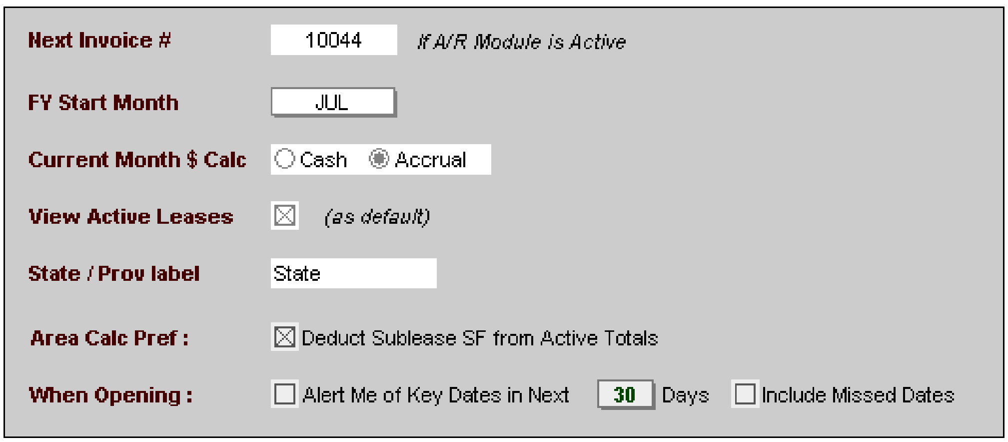
The System Miscellaneous Settings screen's top menu has these buttons:

- **Client List** [button] – Goes to the Client List screen, providing access to the different clients when REportfolio is used by a lease administration service provider
- **User List** [button] – Goes to the User List screen, providing access to data about authorized users for a multi-user client-server REportfolio installation
- **Exit** [button] – Ends the REportfolio session

Data Fields and Buttons

This portion of the System Miscellaneous Settings screen is set parameters for accessing Facility Wizard’s online help website (http://help.facilitywiz.com/). It has these data fields and buttons:

- **Username** [read/write character field] – User name for logging-in to the online help website
- **Password** [read/write character field] – Password for logging-in to the online help website
- **Go To Help Site** [button] – Opens a browser window, and uses an Internet connection to go to Facility Wizard’s online help website at http://help.facilitywiz.com/



Use this portion of the System Miscellaneous Settings screen to access additional settings for REportfolio. It has these data fields and buttons:

- **Next Invoice #** [read/write character field] – The next invoice number for invoices generated using the Accounts Receivable module
- **FY Start Month** [value list] – Fiscal year start month
- **Current Month $ Calc – Cash, Accrual** [2 radio buttons] – Specifies whether financial calculations for the current month will be made on a cash basis or an accrual basis
- **View Active Leases (as default)** [checkbox] – As the default, causes only Active leases to be displayed in the Site Overview screen (Inactive leases can also easily be displayed in the Site Overview screen by de-selecting a checkbox in that screen)
- **State/Prov label** [read/write character field] – The label to use for the State or Province in REportfolio’s screens that contain data fields for the State or Province
- **Area Calc Pref** [checkbox] – As the default, causes the total RSF for Active leases to not include subleases, as shown in **Active Total** field in the Site Overview screen (sublease RSF can also easily be displayed in the Site Overview screen by de-selecting a checkbox in that screen)

- **When Opening – Alert Me of Key Dates in Next – Days** [checkbox and value list] – Sets the time period for Key Date Alerts that are displayed when REportfolio is first opened
- **When Opening – Include Missed Dates** [checkbox] – Causes missed dates to be included in the Key Date Alerts that are displayed when REportfolio is first opened

Bottom Menu

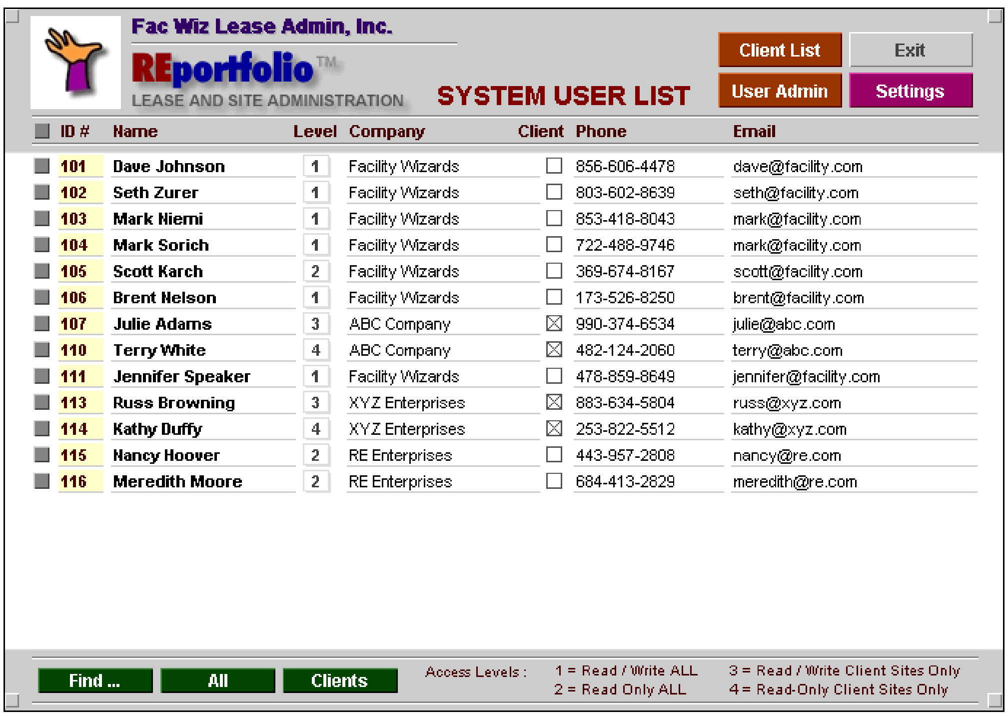
The System Miscellaneous Settings screen's bottom menu contains these buttons:

- **Main Settings** [button] – Goes to the System Main Settings screen
- **Web Settings** [button] – Goes to the System Web Settings screen

The **Misc Settings** button is inactive and is displayed in grey, signifying that the System Miscellaneous Settings screen is the current screen.

SYSTEM USER LIST SCREEN

You use the System User List screen to view, enter, and edit data about authorized users of a multi-user client-server REportfolio installation. This screen is a list display, displaying a User record for each user. The System User List screen also has a top menu and bottom menu.



ID #	Name	Level	Company	Client	Phone	Email
101	Dave Johnson	1	Facility Wizards	☐	856-606-4478	dave@facility.com
102	Seth Zurer	1	Facility Wizards	☐	803-602-8639	seth@facility.com
103	Mark Niemi	1	Facility Wizards	☐	853-418-8043	mark@facility.com
104	Mark Sorich	1	Facility Wizards	☐	722-488-9746	mark@facility.com
105	Scott Karch	2	Facility Wizards	☐	369-674-8167	scott@facility.com
106	Brent Nelson	1	Facility Wizards	☐	173-526-8250	brent@facility.com
107	Julie Adams	3	ABC Company	☒	990-374-6534	julie@abc.com
110	Terry White	4	ABC Company	☒	482-124-2060	terry@abc.com
111	Jennifer Speaker	1	Facility Wizards	☐	478-859-8649	jennifer@facility.com
113	Russ Browning	3	XYZ Enterprises	☒	883-634-5804	russ@xyz.com
114	Kathy Duffy	4	XYZ Enterprises	☒	253-822-5512	kathy@xyz.com
115	Nancy Hoover	2	RE Enterprises	☐	443-957-2808	nancy@re.com
116	Meredith Moore	2	RE Enterprises	☐	684-413-2829	meredith@re.com

User List Screen

Top Menu

The System User List screen's top menu has these buttons:

- **Client List** [button] – Goes to the Client List screen, providing access to the different clients when REportfolio is used by a lease administration service provider
- **User Admin** [button] – Goes to the User Administration screen, providing access to user passwords and authorization levels for a multi-user client-server REportfolio installation
- **Exit** [button] – Ends the REportfolio session
- **Settings** [button] – Goes to the System Main Settings screen

Data Fields and Buttons

The main portion of the System User List screen has these data fields and buttons:

- **ID #** [read/write character field] – User ID
- **Name** [read/write character field] – User name
- **Level** [read-only value list] – User Access Level. Values are "**1**" for Read/Write All, "**2**" for Read-Only All, "**3**" for Read/Write Client Sites Only, "**4**" for Read-Only Client Sites Only. This is set by the **Level** value list in the User Administration screen (described next).
- **Company** [read/write character field] – User's company
- **Client** [checkbox] – Indicates that the user works for a client company
- **Phone** [read/write character field] – User phone number
- **Email** [read/write character field] – User email address

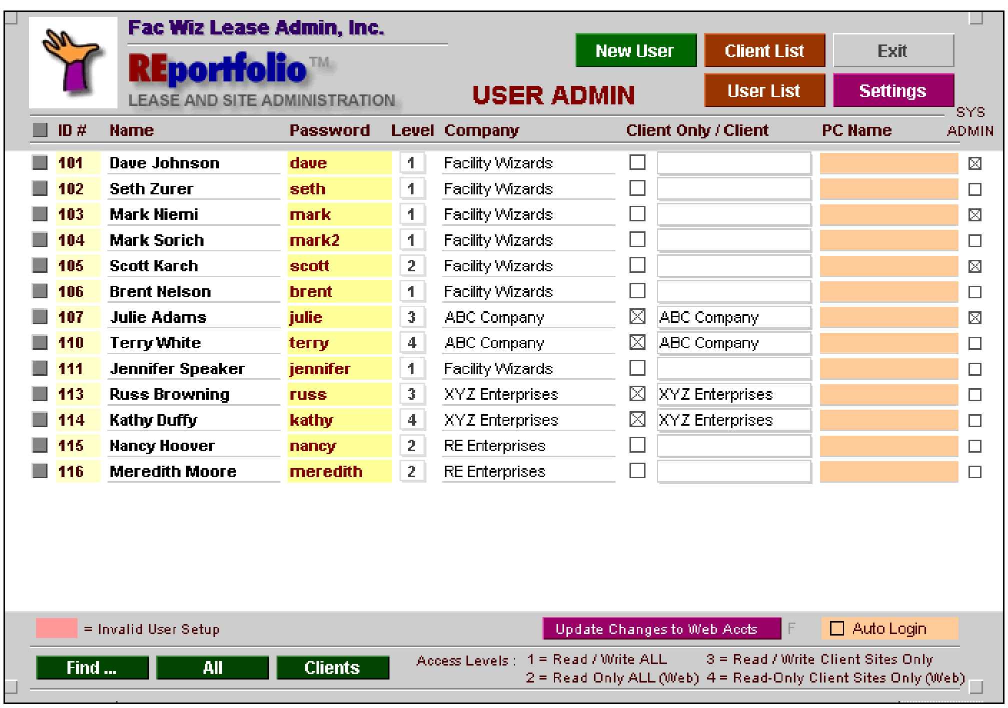
Bottom Menu

The System User List screen's bottom menu contains these buttons:

- **Find** [button] – Switches into Find mode, allowing users to be found
- **All** [button] – Switches out of Find mode, causing all users to be displayed
- **Clients** [button] – Causes the display of just the users that work for client companies

USER ADMINISTATION SCREEN

You use the User Administration screen to setup user passwords and authorization levels for a multi-user client-server REportfolio installation. This screen displays your data using a detail display, with a large portal that displays a User record for each user. The User Administration screen also has a top menu and bottom menu.



User Admin Screen

Top Menu

The User Administration screen's top menu has these buttons:
- **New User** [button] – Creates a new user, and stands-by for data entry
- **Client List** [button] – Goes to the Client List screen, providing access to the different clients when REportfolio is used by a lease administration service provider
- **User List** [button] – Goes back to the User List screen
- **Exit** [button] – Ends the REportfolio session
- **Settings** [button] – Goes to the System Main Settings screen, providing access to all of REportfolio's configuration settings

Data Fields and Buttons

The main portion of the User Administration screen consists of a large portal, followed by a button and a checkbox.

The portal contains these data fields:
- **ID #** [read/write character field] – User ID
- **Name** [read/write character field] – User name
- **Password** [read/write character field] – User's password
- **Level** [value list] – User Access Level. Allowable values are "**1**" for Read/Write All, "**2**" for Read-Only All, "**3**" for Read/Write Client Sites Only, "**4**" for Read-Only Client Sites Only
- **Company** [read/write character field] – User's company
- **Client Only** [checkbox] – Indicates that the user works for a client company
- **Client** [value list] – The client company
- **PC Name** [read/write character field] – User's computer name
- **SYS ADMIN** [checkbox] – Grants the user *Administrator permission*

This button and data field are just below the portal:
- **Update Changes to Web Accts** [button] – Updates the user authentication and authorization settings for a web browser based user interface to REportfolio. This button will appear only if the **Web Active** checkbox is checked on the System Web Settings screen. Selecting this button opens a browser window and enters the web based system for completing the operation.
- **Auto Login** [checkbox] – Causes the user to automatically be logged-in to REportfolio if the user's name and password matches the user name and password stored in Filemaker's system authentication file

Bottom Menu

The User Administration screen's bottom menu contains these buttons:
- **Find** [button] – Switches into Find mode, allowing users to be found
- **All** [button] – Causes all users to be displayed
- **Clients** [button] – Causes the display of just the users that are employed for client companies

FILES BACKUP SCREEN

REportfolio's automatic backup function provides some protection against lost data due to accidental changes to, or deletions of REportfolio database files. Use the Files Backup screen to setup these automatic backups.

REportfolio's automatic backup function stores its backups on the same disk that your original data is stored on. This means that this backup function does not protect against disk crashes. We strongly recommend that your organization setups regular backups of your REportfolio data onto separate media, which will need to be done outside of REportfolio.

Lease Backup Help Screen

Top Menu

The Files Backup screen**'s** top menu contains these buttons:

- **Back to Setup** [button] – Goes back to the System Main Settings screen
- **Exit** [button] – Ends the REportfolio session
- **Site List** [button] – Goes to the Site List screen, providing access to the Sites database

Data Fields and Buttons

The main portion of the Files Backup screen contains these data fields and buttons:

- **Automatically save backup copies every–day, Week, 2 Weeks, Month** [checkbox and radio buttons] – Indicates that automatic backups will be performed, and specifies the time period between the backups
- **last backup** [read-only date field] – Date of the last backup
- **Backup Now** [button] – Performs a backup operation

The Lease Backup Help screen does not have a bottom menu.